



Government of the United States Virgin Islands

Department of Property & Procurement

FY2021 Budget

Anthony D. Thomas
Anthony D. Thomas, Commissioner

Table of Contents

Table of Contents	1
TESTIMONY	2
DEPARTMENT OVERVIEW.....	4
FY2021 OPERATING BUDGET	5
BUSINESS & AND COMMERCIAL PROPERTIES FUND	5
EMPLOYEES BY-ISLAND & CLASS OF SERVICE.....	5
INDIRECT COST FUND.....	5
FISCAL AND PERSONNEL SERVICES DIVISION.....	6
PROPERTY & PRINTING DIVISION	6
REAL PROPERTY MANAGEMENT	7
SPACE MANAGEMENT	8
<i>Government Owned Properties</i>	8
<i>Non-Government Owned Properties</i>	8
PRINTING SERVICES.....	9
FIXED ASSET MANAGEMENT (NEW).....	9
TRANSPORTATION DIVISION.....	10
PROCUREMENT, CENTRAL STORES & WAREHOUSING DIVISION.....	11
PROCUREMENT & CONTRACT MANAGEMENT	11
VENDOR MAINTENANCE DIVISION	12
CENTRAL STORES & WAREHOUSES.....	12
GVI INSURANCE COVERAGE	13
FY2021 OUTLOOK.....	13
APPENDICES	14
Appendix A - Fiscal Summary – Revenue and Expenditures, and Fund Percentages.....	15
Appendix A1 – Employee Listing and Vacancies	20
Appendix A2 - Vision, Mission, and Core Values.....	21
Appendix B - Business & Commercial: Real Property Leases.....	22
Appendix B1 - Government Owned Warehouses.....	23
Appendix B2 – Space Management Leases: Non-Government Owned.....	28
Appendix C - Transportation Revenues & Expenditures.....	39
Appendix D – Procurement Division Titles, Responsibilities and Pay Rates.....	41
Appendix D1 – Procurement Division Performance Objectives and Accomplishments.....	42
Appendix D2 - Central Stores Performance Accomplishments, Sales and Collections.....	44

Appendix E – DPP FY2020 Accomplishments and Challenges	45
Appendix F – DPP Website and Online Presence	47

TESTIMONY
BY
ANTHONY DAVID THOMAS
COMMISSIONER
DEPARTMENT OF PROPERTY AND PROCUREMENT
BEFORE
THE COMMITTEE ON FINANCE
JULY 10, 2020

Good Morning Honorable Senator Kurt A. Violet, Chairman of the Committee on Finance, Senator Marvin A. Blyden, Vice Chair of the Committee on Finance, Honorable Committee Members, Senator Allison L. DeGazon, Senator Donna A. Frett-Gregory, Senator Oakland Benta, Senator Dwayne M. DeGraff, Senator Janelle K. Sarauw, and other Senators of the 33rd Legislature present, fellow testifiers, persons present, listening and viewing audiences.

I am Anthony David Thomas, Commissioner of the Virgin Islands Department of Property and Procurement (“DPP”). The Department’s Leadership Team is present, to provide testimony on the proposed Fiscal Year (“FY”) 2021 budget for the operation of the Virgin Islands Department of Property and Procurement. Please allow me to recognize my team members in the well, and those participating virtually who will assist in providing additional information specific to their respective areas of oversight:

- Mrs. Lisa M. Alejandro, Assistant Commissioner of Procurement, Warehousing & Central Stores, Vendor Maintenance, and Fixed Assets;
- Mrs. Jozette J. Cantois, CPM, GPM-RCA Assistant Commissioner of Transportation, Property and Sustainability;
- Ms. Magdalene A. Morancie Esq., Chief Legal Counsel;
- Mrs. Gerda D. Sebastien, Administrator Fiscal and Personnel Services;
- Ms. LaVerne P. Bailey, Deputy Commissioner of Property, St. Croix District;
- Ms. Dynell R. Williams, Deputy Commissioner of Procurement, Warehousing & Central Stores St. Croix District;
- Mr. Vincent P. Richards, Deputy Commissioner of Property & Printing, St. Thomas District; and
- Mr. Eldine Sterling, Deputy Commissioner of Transportation

We are honored to provide testimony in support of Governor Bryan’s strategy for FY 2021’s Budget for the operation of the Virgin Islands Department of Property and Procurement.

Let me state from the onset, we have listened intently to the public discourse concerning the Central Government’s procurement functionality, inefficiency, and lack of quickness, and we are enthralled with the opportunity to change the narrative. Truthfully, I have never seen an

Department of Property and Procurement FY 2021 Budget

opportunity for the Virgin Islands so clearly - specifically the opportunity to establish an accountable procurement system and Procurement Professionals within the Central Government. We believe in the power and sustainability of investing in Virgin Islanders to transform our procurement system. The Government of the Virgin Islands has spent in excess of \$45,000,000.00 on the third-party fiduciary system to ensure proper financial management of federal funds and to increase the capacity of the Central Government's procurement system. Thus far our investment strategy through the Office of Procurement Contract Management and Reporting ("OPCMR"), has yielded more tangible results in developing competencies that promote sustainable careers, and instilled a sense of ownership and pride in managing our destiny. We have a responsibility to capitalize on this opportunity by investing in Virgin Islanders!

The OPCMR implemented just ten (10) months ago is a strategy designed to improve our procurement system through the professional development of procurement personnel within the Central Government to build competence and improve efficiency to achieve the maximum output with little wasted effort.

As we work to develop a sustainable procurement system, the OPCMR delivered training to 115 procurement personnel and for the past ten (10) months continues to evaluate their progress while providing agency-specific support. An investment in Virgin Islanders like this has never been done before. The OPCMR's model does not offer one-time training without follow-through and assessments. The OPCMR is a platform for continued professional development and the recruitment of qualified personnel to effectively improve the procurement system, strategy and structure.

The same is true for the discourse surrounding the Central Government's property management activities, and the Government's objective of reducing the money spent in leasing office space for Government agencies. DPP's Office of Real Property Management and Reporting ("ORPMR") is a necessary strategy for developing competencies in property management and maximizing use of the Government's resources and requires a dedicated funding source to further develop sustainable property management practices.

The vibrant discourse underscores, the pivotal role of the Department of Property and Procurement, and how we can positively impact the economy of the Virgin Islands just by improving and digitizing our operations. It is with this understanding, that DPP has readily embraced the charge to digitize our operations.

DEPARTMENT OVERVIEW

The Governor's management agenda has laid the foundation for the Central Government by calling for change through innovative ideas and the introduction of technology to create a 21st century business environment to reduce cost and enhance the experience of the People of the Virgin Islands when conducting business with the Government of the Virgin Islands ("Government" or "GVI").

As of November 2019, the DPP transitioned from a paper-driven operational model to a paperless model, that hallmarks a more committed, accountable and cost-efficient model. As a testament to this Administration's digital strategy; during the COVID-19 Pandemic restrictions, DPP operated at normal capacity. As a part of the Government's Operations Cluster, the Department of Property and Procurement has comprehensive responsibilities within the Executive Branch. The Department operates pursuant to Title 3, Sections 212-221, Title 31 Sections 151-169, Sections 201-

Department of Property and Procurement FY 2021 Budget

205, Sections 231 -251, and Sections 281-283, of the Virgin Islands Code and all corresponding rules and regulations.

As an administrative, support, and revenue generating agency within the Executive Branch, the Department of Property and Procurement has five functional divisions. This includes: (i) Commissioner's Office; (ii) Office of Fiscal and Personnel Services; (iii) Division of Procurement, Warehousing and Central Stores; (iv) Division of Property and Printing; and (v) Division of Transportation. The Department: (i) oversees the acquisition and management of all goods and services; (ii) oversees the management of the Government's central stores and warehouses; (iii) processes all contracts for the Executive Branch; (iv) acquires and manages the Executive Branch's vehicle fleet; (v) acquires all real estate and manages the Executive Branch's real estate operations; (vi) manages space management leases for departments and agencies; and (vii) manages the Government's print shop services. Additionally, in response to disasters, the Department leads Territorial Emergency Support Functions (ESF) No. 1 - Transportation, and No. 7 - Logistics.

Under the FY2020 budget ceiling the Department was able to increase revenues, digitize our operations, re-design internal and external processes, reduce our reliance on the General fund and fulfilled the comprehensive mandates codified in the Virgin Islands Code. Notwithstanding the challenges with the COVID-19 pandemic, we are committed to pursuing opportunities that will further reduce our reliance on the General Fund. The Department has now hired essential personnel and established the offices of Legal Counsel and Vendor Maintenance. We intend on reissuing job offerings for the Fixed Asset Director, two (2) Fixed Asset Custodians, and a Human Resources Specialist.

The eight (8) new procurement positions are supported by the Office of Disaster Recovery as a reimbursable cost. The positions and offices identified, are essential to the Department's operational success and will address past audit findings, create further competencies in procurement and contract management, and mitigate waste and abuse issues related to the use of Government assets.

Today, we will demonstrate how the Department has fulfilled its operational mandate within its FY2020 budget, and share its plans for increasing revenues, and introducing solutions to longstanding challenges using the proposed FY2021 budget, and further reduce our reliance on the General Fund by FY2022 budget.

FY2021 OPERATING BUDGET

The Department of Property and Procurement's FY 2021 operating budget in the General Fund is \$10,101,950.00. This represents a 13% decrease from our FY 2020 reduced appropriation in the amount of \$11,624,047.00 outlined in Act No. 8245. In addition to the Department's FY 2021 General Fund request, the Department is requesting funding from other appropriated funds such as the Business and Commercial Properties Revolving Fund in the amount of \$7,220,174.00 and the Indirect Cost Fund in the amount of \$185,000.00 and a total of \$2,548,780.00 for non-appropriated funds such as the Printing and Production Fund, the Central Motor Pool Fund, the Gasoline Coupon Fund, and Central Warehouse Fund. The total of all these funds is \$20,055,904.00. (See [Appendix A- Fiscal Summary-Revenue and Expenditure Reporting, Fund Break Down and Percentages](#)).

GENERAL FUND

Personnel Services under the General Fund in the amount of \$1,854,430.00 covers seventeen (17) filled Exempt positions in the amount of \$1,048,220.00 and nineteen (19) filled Classified positions in the amount of \$806,210.00. Fringe Benefits is calculated at \$879,615.00 for these positions. There are no vacant positions funded in the General Fund for FY 2021. (See [Appendix A1 – Employee Listing & Vacancies](#)). Operating Supplies are funded at \$20,000.00 and Other Services is funded at \$7,347,905.00. Included in the \$7,347,905.00 for Other Services is \$7,157,300.00 to cover costs associated with the insurance for Government properties and buildings against windstorm, flood, earthquake, and all other perils, for boiler and machinery, hull and machinery/protection and indemnity and pollution coverage for the Government's vessels. Please note that the Department only has available \$2,944,650.00 remaining for its operating costs once insurance coverage mandates are met.

BUSINESS & AND COMMERCIAL PROPERTIES FUND

The operating budget request for Fiscal Year 2021 under the Business and Commercial Properties Revolving Fund is \$7,220,174.00. This amount covers Personnel Services in the amount of \$3,031,764.00 for thirty-seven (37) filled positions, \$2,268,410.00 for Fringe Benefits, \$200,000.00 for Supplies, \$1,520,000.00 for Other Services, and \$200,000.00 for Utilities.

INDIRECT COST FUND

In FY 2020, the Department took measures to transfer personal services cost for three (3) employees from the Indirect Cost Fund to the General Fund. As a result of this transfer of funds, we are requesting that funding under the Indirect Cost for FY 2021 in the amount of \$185,000.00 be placed under the Other Services Category. This will give the Department the opportunity to provide much needed training and professional development for our employees, for all operational divisions in the Department.

MISCELLANEOUS BUDGET

Under the FY 2020 Miscellaneous Budget request is made for funding in the amount of \$157,300.00 to cover renewal of federal flood insurance, \$100,000.00 for appraisal fee and

EMPLOYEES BY-ISLAND & CLASS OF SERVICE

FISCAL AND PERSONNEL SERVICES DIVISION

The Fiscal and Personnel Services Division has complete oversight of the Department's fiscal and personnel activities. In FY 2020, the Division worked, diligently, with the Division of Property in meeting with lessees to discuss their rental obligations in an effort to realize higher levels of collections. The Division ensured that all employees were paid their 3% wage increase as mandated by collective bargaining agreements. Currently, there are no union grievances in the Department.

In FY 2021, we will continue to improve internal controls by auditing our operations, primarily, in the Divisions of Printing and Transportation. These actions are necessary as we work to recapture more of the work being outsourced to the private sector for vehicle services and printing needs by other Government departments and agencies. In addition, we want to build a better working relationship with our employees by exercising more "Care Leadership." We hope to achieve these by conducting team building activities and providing professional development operations where and when necessary, holding meetings with our employees to discuss concerns and find resolutions, and hosting recognition programs internally. Our goal is to ensure our employees recognize that they are valued. (See [Appendix A2 – Vision, Mission, and Core Values](#)).

PROPERTY & PRINTING DIVISION

The Department manages all Government real property interests through acquisitions, dispositions, commercial leasing, property distribution, and Government agencies' requests for office space.

Propelled by its foundational ideals of Transparency, Accountability and Efficiency, the Division of Property has increased revenues, digitized operations, and re-designed its internal and external processes. Through the establishment of the Office of Real Property Management and Reporting, the Department is focused on the implementation of best practices to effectuate a tangible transition to an accountable and sustainable property management system, strategy, and structure.

The Property Division is in the completion phase of its endeavors to manage the Government's vast portfolio of real property more efficiently through a web-based portal. The Division have completely cataloged all of the Government's properties in a searchable, user- friendly and interactive database, and our new platform will allow DPP to electronically accept, track and process applications and proposals from private businesses to invest in the development of GVI owned properties. Current tenants will have the ability to electronically receive DPP notifications, check account balances and pay rents on any mobile device-with wireless internet access-from anywhere in the world, when fully deployed.

Property Inspectors have been armed with internet-connected portable tablets to conduct monthly property inspections, to monitor compliance with lease terms, document violations, and upload photographs of business documentation in real-time.

The Property Division has acquired two state-of-art aerial drones that operates as tools for inspecting and surveying properties. DPP Employee-Operators will soon receive Advanced (FAA

Certified) Drone Pilot Training. Along with operational training, the curriculum will train them to conduct Post Disaster Reconnaissance Inspections, and Search & Rescue.

The Property Division recently issued an RFP for a *Risk Management Consultant*. This insurance professional will aid the Department and the Administration in assessing risks, identifying avenues to mitigate risks, and advise on the trends of the property insurance market, to aid in policy development and identifying best practices for insuring the Government's vast *Schedule of Properties*.

The Department understands the importance of a comprehensive and coordinated strategic approach in developing Government real estate. The Department has taken steps to engage other Departments and agencies, in developing a process through which agencies coordinate uses of Government property to foster complementary development in the Territory.

Property Division Managers will soon begin a curriculum of training that focuses on Ethics, Maintenance Management, Financing, and Property Performance and Asset Valuation, at its completion they will each be an IREM® Certified Property Manager.

BUSINESS AND COMMERCIAL ACCOUNTS REAL PROPERTY MANAGEMENT

DPP has published its Property Management Policy as a means of institutionalizing our Best Practices throughout the GVI and have launched a new leasing website to market our properties. We believe that this strategic approach to property management is essential to increasing business and commercial revenues, managing assets and in protecting the Government and the People of the Virgin Islands' interests. The Division of Property manages 162 Business and Commercial leases with annual revenues of \$3,147,198.52. The Department has an obligation to ensure current leases exist for all properties and that tenants comply with all lease conditions. The Department maintains its commitment to issue notices to cure for failure to comply with lease terms, thirty (30) day inspection cycles for all tenants, and to process leases within sixty (60) days of receipt of a completed application package. *Table 1 below represents a current breakdown of the Business & Commercial Real Property Leases and Annual Income per District. (See Appendix B - Business and Commercial: Real Property Leases for a comprehensive listing).*

Table 1: *Business & Commercial Real Property Leases and Annual Income.*

District	Real Property Leases	Annual Income
St. Croix	22	\$289,559.40
St. Thomas/Water Island	119	\$2,700,326.32
St. John	21	\$157,312.80
	162	\$3,147,198.52

SPACE MANAGEMENT

The Department has a progressive long-term strategy to transition 50% of Departments currently leasing with a private stakeholder into Government owned properties. DPP recognizes that the lack of functional Government owned buildings undermines the Government's ability to quickly make those transitions. Consequently, DPP has embraced a more logical and equitable solution to reduce the Government's space management costs and increase Government real estate.

Government Owned Properties

We recognize and are supporting Departments that have access to funding opportunities that will improve and enhance GVI's real property holdings, thereby reducing space management costs. Our strategic approach to transitioning agencies to Government – owned properties requires a dedicated funding source.

In collaboration with the Office of Management and Budget ("OMB") and the Department of Finance ("DOF"), DPP's strategy is to earmark 10% of the revenue generated from the Business and Commercial Properties Revolving Fund to include a Maintenance Fee which the DPP proposes to collect from agencies in Government – owned buildings to address building maintenance and repairs.

DPP employed a few strategies for transitioning Departments into Government-owned properties. In the St. Croix district, the Department identified the newly renovated USO building in Frederiksted and the Veterans building in Christiansted as potential housing for two agencies of Government. Secondly, after discussions with HUD-CDBG several unused and undeveloped sites were identified as potential sites for the development of community use projects. Further, DPP's strategy for the St. Thomas/ St. John district is directed at conducting renovations to facilities requiring repairs to create revenue streams to support the transitioning of some departments to Government-owned properties, in as little as six (6) months after contract award.

DPP engaged in discussions with the State Historic Preservation Office (SHPO) concerning a strategy to address the historical buildings within the Government's portfolio as outlined as the responsibility of GVI in the VI Antiquities and Cultural Properties Act of 1998. This was done to develop an understanding of what buildings could be demolished, and/or replicated, and repaired to further alleviate the concerns of the community. Lastly, our strategy also includes transitioning Departments from leasing storage space into Government- owned warehouses, which will serve dual purposes of reducing Government spend on storage fees and improving Fixed Asset

Department of Property and Procurement FY 2021 Budget

Management. As a result, DPP is pursuing various avenues to acquire increased warehouse space for the Government. (See Appendix B1 - Business and Commercial: Real Property Warehouse Strategy).

Non-Government Owned Properties

During Fiscal Year 2020, the Division managed One Hundred Four (104) Space Management leases, which represents approximately 768,457.89 sq. ft. of office, and warehouse space, and real property at an approximate annual rent of \$8,588,929.63. The Department has a commitment to process all new leases and renewals for office space within thirty (30) days of receipt of a completed application package or renewal request. *Table # 2 Below represents the total square footages and annual expenditures for current space management leases.* (See Appendix B2 – for Space Management Leases: Non-Government Owned for comprehensive information).

Table 2: Space Management Property leases, Square Footages and Annual Expenditures.

Districts	Leases	Square Footages	Expenditures
St. Croix	Forty-Five (45)	252,749.09	\$3,870,938.27
St. Thomas-St. John	Fifty-Nine (59)	538,359.80	\$4,717,992.36
		768,457.89	\$8,588,929.63

PRINTING SERVICES

The Printing Division is the official print facility for the Central Government's departments and agencies, and offers support services to semi-autonomous agencies, and other branches of Government.

The Printing Division recently upgraded its fleet of digital printers and will be offering a fully digital E-commerce portal to engage our governmental and private sector customers. This digital portal will allow customers to upload media, place orders, check order status, pay for orders, and give feedback, 24 hours a day, 365 days a year from any kind of device, with internet connection.

This leap forward will drive the Printing Division's efficiency, increase quality, reduce operation costs, eliminate redundancy, and track productivity. This project was conceived before the new era of the COVID-19 reality, but the circumstances of the pandemic support that our vision was justified.

FIXED ASSET MANAGEMENT (NEW)

The Department has a legal responsibility to manage the Government's fixed assets which includes manufacturing equipment, office equipment, furniture, fixtures, and vehicles. With the objective of properly managing the Government's assets, to reduce expenditures and waste, reduce audit findings, and increase the life cycle of the assets, the Department proposed the establishment of the Office of Fixed Asset Management and Reporting ("OFAMR").

Government Departments and Agencies shall have its own Department Fixed Asset Custodian (“DFAC”) that collectively shall comprise a singular team within the GVI designated as the OFAMR under the indirect supervision of the Commissioner of the Department of Property and Procurement. The OFAMR will provide some autonomy to departments and agencies in its fixed asset management functions because all agencies will include trained individuals to effectively fulfill the responsibilities of fixed asset management. Similar to the strides achieved in Procurement through the OPCMR, this strategy will create opportunities for new professionals in asset management within the GVI and shall be a focal point of the process out of the Third-Party Fiduciary (“TPF”) system and a component in moving towards a fully automated fixed asset management system.

A fixed asset team is an integral part of the Department’s Property and Procurement Divisions and will oversee activities of the OFAMR.

The Director of Fixed Asset position was advertised and fifteen (15) individuals applied. Fourteen (14) applicants did not possess the prerequisite skills and the Department will re-advertise the position, at the appropriate time. Once the Director is selected, the other two positions will be advertised. During the COVID-19 Pandemic period all vacancies have been eliminated, but these are critical hires. Notwithstanding, the Department published the Property Management Policy and commenced the Biennial inventory. All Departments are required to submit their inventory by C.O.B. on July 30, 2020, beginning with a listing of FY2019 fixed Assets and Capital Assets purchases.

TRANSPORTATION DIVISION

The Division of Transportation oversees the automotive functions of the Government Motor Pool which includes the acquisition, maintenance and disposition, of vehicles for the Executive Branch. Currently, the Government’s vehicle fleet is comprised of 1,613 vehicles. *Table 3 represents a comprehensive Territorial Fleet Count.*

Table 3: Government of the Virgin Islands Vehicle Fleet Count

Districts	Vehicle Count
St. Croix	885
St. Thomas-St. John	728
Totals	1,613

As discussed, last budget call, the Department invested in the implementation of a Fleet Management System with vehicle tracking. The COVID-19 Pandemic required rescheduling the installation from April to June 29, 2020 beginning in the St. Croix District. The expected benefits include improved asset management, reduced maintenance and fuel costs, and increased life

expectancy. The Department has placed a moratorium on the purchase of non-energy efficient vehicles, and re-issued a memorandum outlining the limited use of Government vehicles for official business purposes only. Thus, the Department expects to see continued downward trends in the Government's fuel consumption costs. (See Appendix C – Transportation Revenues, & Expenditures).

PROCUREMENT, CENTRAL STORES & WAREHOUSING DIVISION

The Division of Procurement is responsible for providing an economic and efficient system of procurement for the Government of the Virgin Islands through competitive bidding, open market purchases, and contract negotiations.

PROCUREMENT & CONTRACT MANAGEMENT

As outlined at the beginning of this Testimony, we have listened intently to the public discourse concerning the Central Government's procurement functionality and we are committed to transforming that narrative. Executive Order #493-2019 ("EXO 493"), established the Office of Procurement Contract Management and Reporting ("OPCMR"). The Division of Procurement embarked on fulfilling the core mandates of EXO 493 towards, building competencies and reducing government waste, increasing transparency and accountability, simplifying transactional activities and promoting effective best practices. While various tasks were undertaken to improve the procurement structure in the past, our efforts to reform GVT's Procurement began with government-wide training and implementation of standardized procurement forms and templates. Integrating technology into the contract management workflow through SharePoint further provided lean operational efficiency by expediting contract reviews and execution; thereby significantly reducing the amount of time spent on paper processing, printing, and transportation. Another successful mandate of EXO 493 which accounts for the Department's success in expediting contract execution is the delegation of authority that allows the Commissioner of Property and Procurement to sign contracts valued up to \$500,000.00. As a result of these undertakings, the Division of Procurement has executed more contracts to date, than it has in total, for many years.

The Department, and the Bureau of Information Technology continues to support and manage the administration and execution of contracts within SharePoint. Additional support became necessary in our efforts to navigate the COVID-19 pandemic. Accordingly, the Department created a temporary electronic platform for publishing, receiving, and conducting evaluations and its bidding processes to prevent the spread of COVID-19. As a result, the Department managed to perform its procurement activities at capacity without experiencing any down times. While this temporary transitional solution allows the Department to remain operational, the need to procure a sustainable, data-driven, comprehensive, e-procurement solution is essential for proper governance, reliability, and control.

The Electronic Procurement Solution will increase efficiencies in the purchasing, procurement, and contracting processes by:

- integrating and augmenting with Tyler Munis ERP and other applications.
- consolidating process workflows.
- establishing a document repository and expiry notifications; and
- providing enhanced vendor maintenance services and system support.

Along the path of procurement reform and increased competency, DPP proposed revisions of the Procurement Statute to the 33rd Legislature on February 5, 2020, aiming to delegate contractual authority in the amount of \$50,000, to all Central Government agencies, which will increase productivity and reduce redundancy, once approved. Additionally, DPP engaged in discussions and partnerships with the Department of Labor and the University of the Virgin Islands to develop and deliver a procurement certificate training program through the University's Center for Excellence in Leadership and Learning Institute. The purpose of this program is to provide continuous training and professional development to GVT's personnel working within the OPCMR and for those who are seeking a career path in procurement.

Although we are relatively pleased with the professional growth and increased competency we've seen in our procurement personnel after the first Government-wide professional development training, each Government department and agency must effectively fill the required procurement positions within their respective agencies in order to realize the full benefit of an adequately outfitted and functional procurement office.

Further, attracting individuals with the prerequisite skillset is paramount to our success as the Government's ability to efficiently expend and manage government funds is only as effective as its personnel. To effectuate this, we have developed training specific to the Virgin Islands Procurement Laws and incorporated the relative Federal laws while introducing standards, i.e., position titles and responsibilities, and pay scales and/ or pay rates for a sustainable procurement team within each department's budget. The Department maintains its goal to regain public trust by employing procurement best practices, and creating a system of transparency and accountability, to ensure that our local and federal dollars are utilized in accordance with their respective rules and regulations and guarantee full execution of the Territory's Disaster Recovery Projects that are assigned to DPP for processing. ([See Appendix D – Procurement Division Position Titles and Responsibilities and Pay Rates/Scales](#)).

VENDOR MAINTENANCE DIVISION

The OPCMR required the introduction of the newly formed Vendor Maintenance Team within the Department to manage all vendor profiles, because vendor maintenance is an integral part of the overall process of developing a centralized procurement system. Vendors are required to have a SAM.Gov registration, a DUNS number, business license, W-9 and additional documents as required per the type of business in order to become an approved vendor. These strategies will expedite the contractual process, allowing the Division of Procurement direct and immediate access to documents necessary to execute contracts. The onboarding of the Disaster Recovery Projects and its contract award requirements, proved the validity of our recent policy to require and enforce upon all bidders, central and semi-autonomous agencies of Government Sam.Gov registration and a DUNS number. To that end, the Department delivered three (3) Government and Community-Wide Vendor Maintenance Training in both districts beginning in February of 2020 which resulted in the distribution and elaboration of instruction guides and checklists and the complete registration of hundreds of local businesses.

CENTRAL STORES & WAREHOUSES

Central Stores and Warehousing falls under the Division of Procurement and oversees all warehousing operations of the Government of the Virgin Islands in accordance with Title 31, Section 244 of the Virgin Islands Code. This unit is responsible for the purchasing and storing of equipment and supplies for the resale to other Government departments, agencies, and serves semi-autonomous agencies. As a warehousing unit, we are mandated to provide warehousing and maintenance of all supplies, materials, and equipment for the Government of the Virgin Islands.

The Division of Central Stores and Warehousing continues to improve in its performance in collection of sales through the Pick Ticket module and its delivery of customer services. To date, the Division realized sales of \$439,922.70. Finally, in order to promote and deliver value to the Government's customers through Central Stores, the Division has completed its first online e-catalog, which is displayed on the Department of Property and Procurement's new website. (See [Appendix D1 – Central Stores Performance Accomplishments, Sales and Collections](#)).

GVI INSURANCE COVERAGE

Insurance brokerage firm of Nausch, Hogan and Murray (VI), Inc. continues to provide the Government of the Virgin Islands with insurance brokerage services for all risks of direct physical loss or damage including earthquake, windstorm, volcanic action, flood, sea wave and storm surge. The 2020-2021 policy was renewed on June 10, 2020 and runs until June 10, 2021, with a premium cost of \$7,700,000.00.

In addition, the Government paid \$59,284.00 for Boiler & Machinery; \$81,920.84 for Hull & Machinery/Protection & Indemnity and Pollution Coverage for the Government's vessels, and \$222,332.00 for insurance brokerage services.

As the Government embarks on new disaster recovery funded construction projects, there is an expected increase in the cost of coverage. It is imperative that we meticulously manage our insurance schedule. In light of these considerations, DPP has taken the steps to assess our insurance risks and schedule by seeking a qualified risk management professional to assist the Government with assessing its needs.

FY2021 OUTLOOK

The GVI is in the midst of a resilient transformation. For far too long "business as usual" has stood in the way of change particularly when new ideas or methods are introduced to Government enterprise. However, in any organization, change is inevitable, or we risk being left behind and unable to compete in today's world. We can ill afford the "cost of doing nothing" but should rather seek to innovate and streamline Government operations while reducing risks and costs.

The Department, with a full understanding of its statutory responsibilities is committed to

Through sustainable innovation, we are presented with unique opportunities for technological advancements, infrastructure, and process improvements to develop smart policies and procedures that drive Government accountability, and effectiveness, improve efficiency, and increase revenues streams from all our revenue generating divisions.

In FY2020, using existing resources, the Department made a concerted effort to improve our digital platforms, and achieved the following successes:

- the site redesign of *dpp.vi.gov*;
- the new *USVILeasing.com* site;
- Central Store e-catalog
- the Print Shop's online storefront; and
- the highly anticipated vehicle monitoring system.

(See [Appendix E – DPP Accomplishments and Successes FY2020](#)).

Other digital initiatives include a Request for Proposal for an electronic procurement system that will modernize processes in strategic sourcing, bid evaluations, contract lifecycle management, supplier risk management, business spend, and sustainability considerations.

Building on its efforts from FY2020, the Department will continue to execute its mandates through the use of technology as it adopts the use of digital forms, processes, and an improved telecommunications infrastructure. Investments in increased bandwidth, touch screen videoconferencing, and a voice over internet protocol ("VOIP") system will result in reduced expenditures. We envision that DPP will be on par with the rest of the world and will ensure the continuity of doing business with the GVI.

Our Employees

Lastly, I would be remiss if I do not first thank my staff, everything that we have discussed, everything we have achieved this Fiscal Year is due to the professionalism, enthusiasm, and integrity of the men and women of the Department of Property and Procurement. I am proud and privileged to lead such an awesome and inspiring team of individuals. I want to publicly thank them for their diligence and efforts which has allowed the Department to succeed!

Coupled with this Body's oversight and the Department's efforts, I am confident in this Team's ability and commitment to fostering the development of a more efficient and better Government for the People of the Virgin Islands.

Honorable Chairman Senator Kurt A. Violet, this concludes our FY2021 Budget testimony, and we stand ready to answer any questions the Committee on Finance may have.

APPENDICES

Appendix A - Fiscal Summary – Revenue and Expenditure Reporting

Table 1: DPP Appropriated and Non-appropriated Funds

Fund Name	Fund No.	Appropriated	Non-Appropriated	Revenue Generating	Activity
General Fund	0100	●		●	Sales of Plans & Specs/Auction Registration Fees
Indirect Cost	2098	●			Professional Services Dev.
Printing	6016		●	●	Printing Production & Shredding Services
Business & Commercial Properties	6028	●		●	Property Management
Central Warehouse	6046		●	●	Sales of office & cleaning supplies
Central Motor Pool	6052		●	●	Inspection, vehicle repairs, maintenance, auctions of GVI fleet
Gasoline Coupon	6056		●	●	GVI Gasoline Coupon Distribution

Table 2: Expenditures from All Funds for FY2018-2020(to date)

Actual Expenditure Amounts	FY 2018	FY 2019	FY 2020 to date
General Fund	\$10,174,198.92	\$9,720,986.13	\$2,030,017.88
Indirect Cost Fund	\$179,314.23	\$144,940.69	\$118,453.83
Gasoline Coupon Fund	\$2,570,098.56	\$1,790,379.94	\$1,832,753.46
Printing Fund	\$583,359.80	\$522,613.00	\$149,897.97
Central Motor Pool Fund	\$690,038.93	\$1,233,856.01	\$273,988.25
Central Warehouse	\$669,396.76	\$763,262.45	\$344,128.84
Business and Commercial Fund	\$2,336,147.62	\$3,020,302.56	\$1,607,962.23
TOTAL EXPENDITURES BY FY	\$17,202,554.82	\$17,196,340.78	<u>\$4,910,036.53</u>

Table 3: DPP Appropriated and Non-appropriated Funds Break Down

DESCRIPTION	FY 2021 RECOMMENDED BUDGET
APPROPRIATED FUNDS	
General Fund:	
Personnel Services	1,854,430.00
Fringe Benefits	879,615.00
Supplies	20,000.00
Other Services	7,347,905.00
Total General Fund	10,101,950.00
OTHER APPROPRIATED FUNDS	
Business & Commercial Properties:	
Personnel Services	3,031,764.00
Fringe Benefits	2,268,410.00
Supplies	200,000.00
Other Services	1,520,000.00
Utilities	200,000.00
Total Business & Commercial Properties	7,220,174.00
Indirect Cost Fund:	
Other Services	\$185,000
Total Indirect Cost	\$185,000
NON-APPROPRIATED FUNDS	
Printing & Production	453,000.00
Central Motor Pool	702,780.00
Gasoline Fund	520,000.00
Central Warehouse	873,000.00
Total Non-Appropriated Funds	2,548,780.00
Total All Funds	20,055,904.00

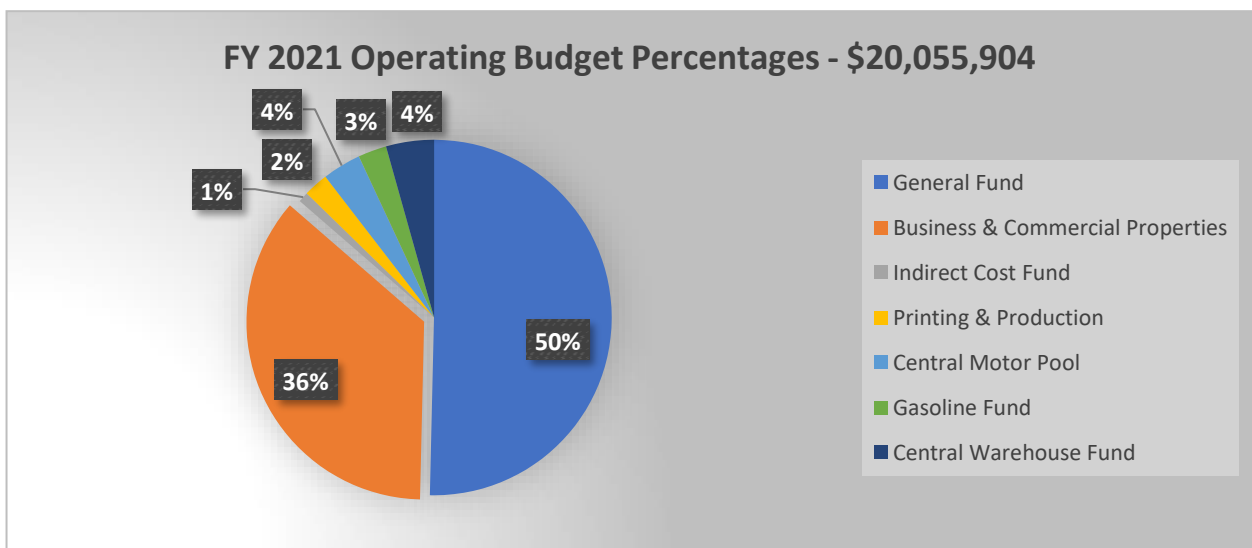


Figure 1. Operating Budget Percentages Fiscal Year 2021

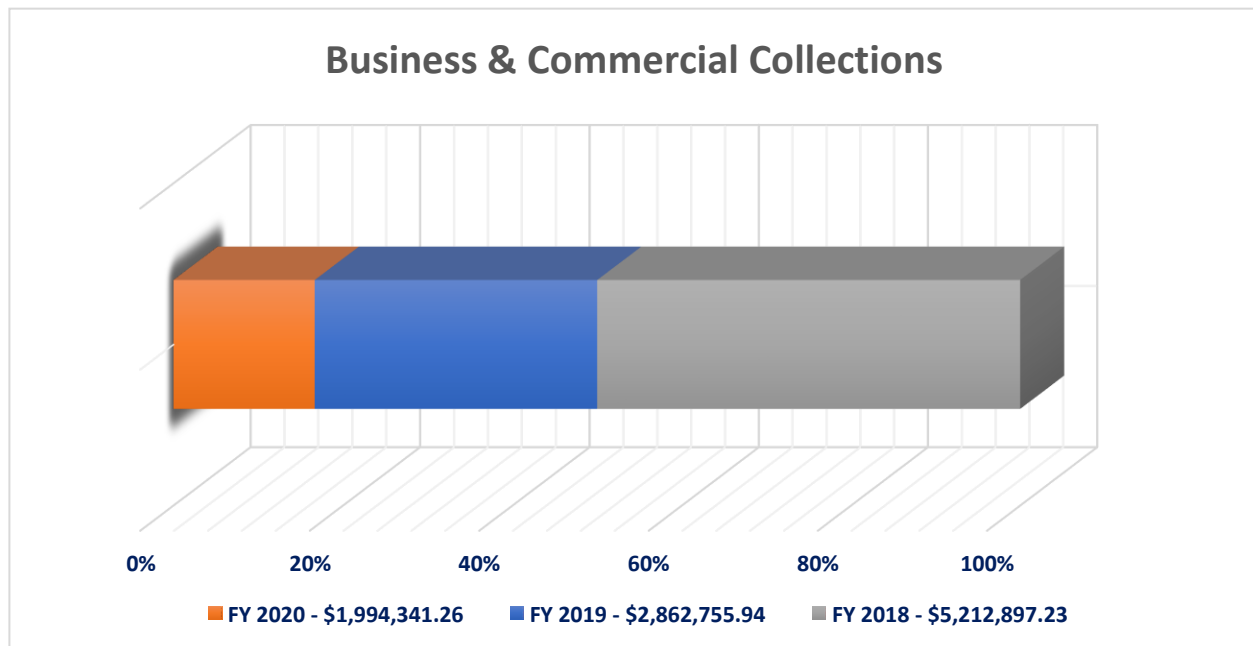


Figure 2. Revenue Collections Business and Commercial Fund for Fiscal Years 2018-2020 (To date)

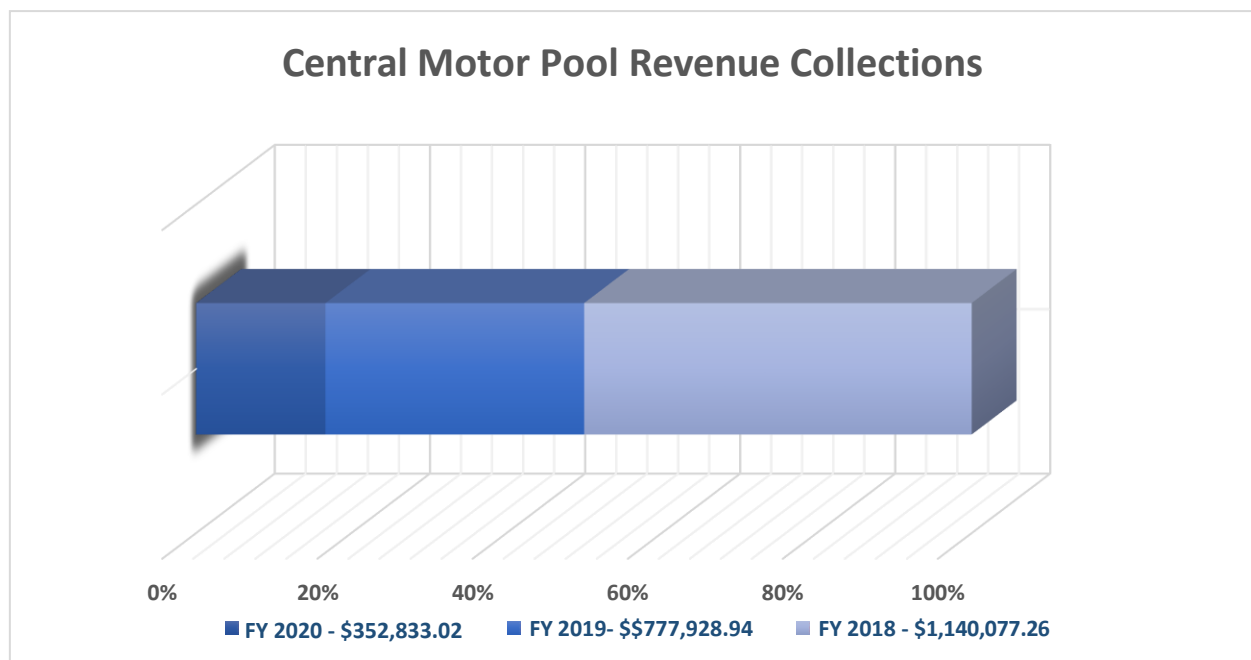


Figure 3. Revenue Collections Central Motor Pool Fund for Fiscal Years 2018-2020 (To date)

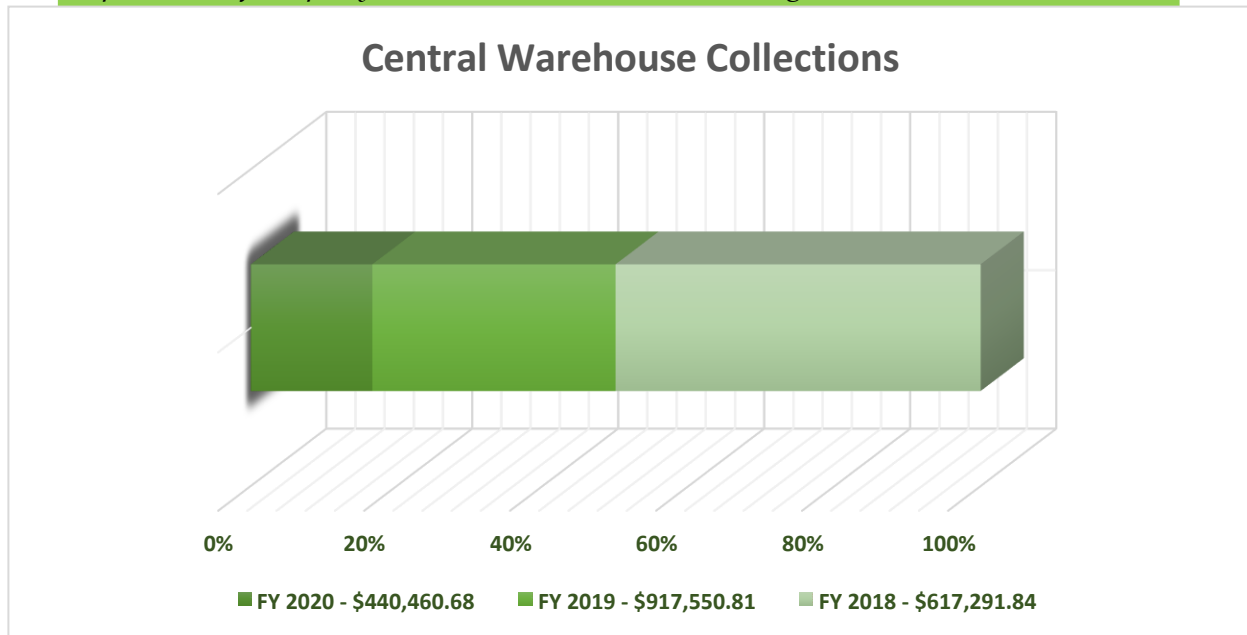


Figure 4. Revenue Collections Central Warehouse Fund for Fiscal Years 2018-2020 (To Date)

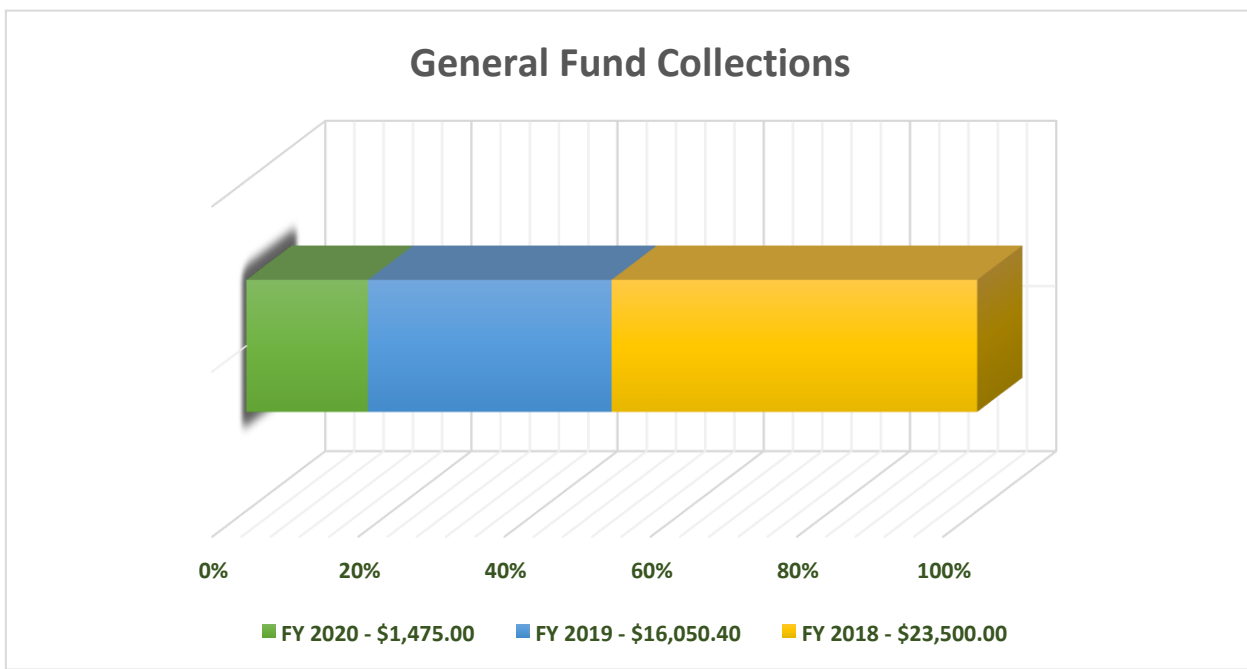


Figure 5. Revenue Collections General Fund Plans/Specs & Auction Registration Fees Fiscal Years 2018-2020 (To date)

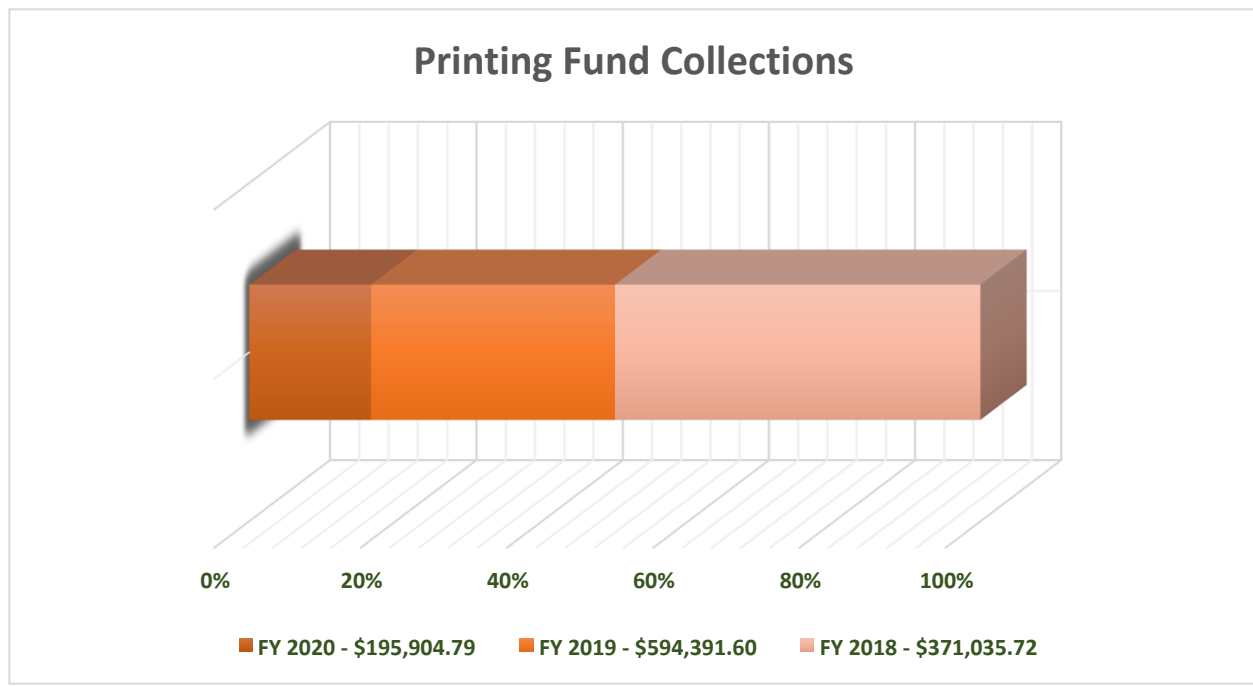


Figure 6. Revenue Collections Printing Fund for Fiscal Years 2018-2020 (To date)

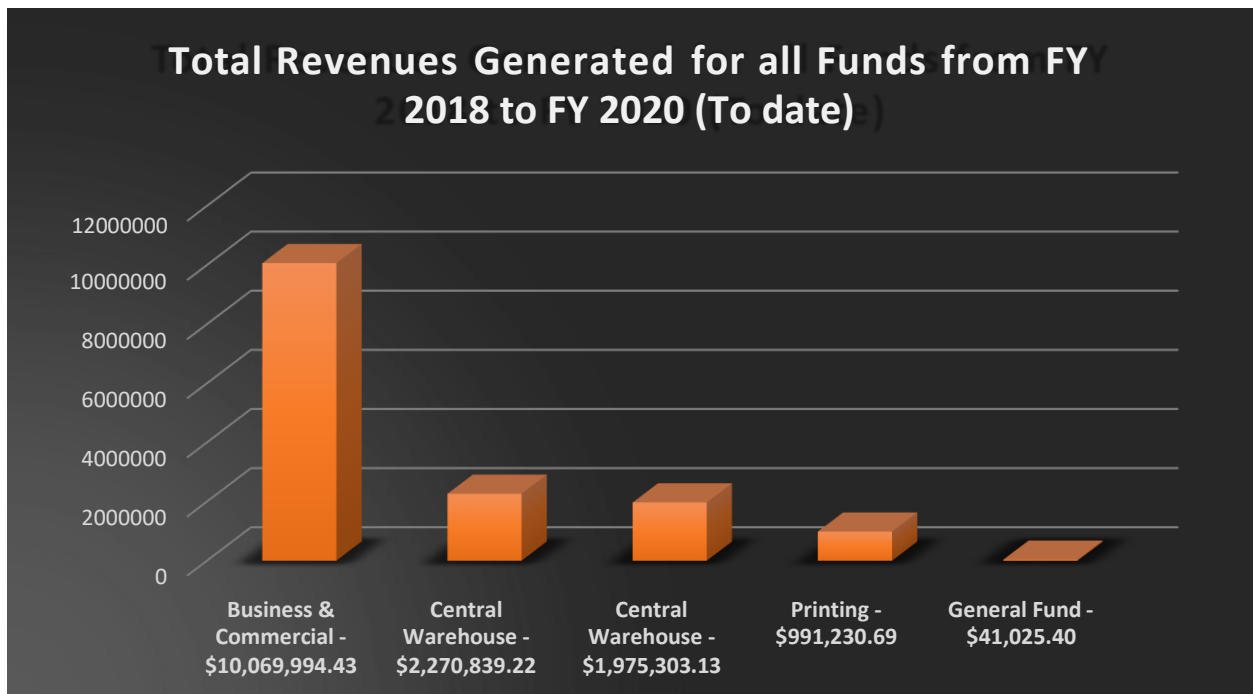


Figure 7. Revenue Collections from All Funds for Fiscal Year 2018- 2020 (To date)

DEPARTMENT OF PROPERTY PROCUREMENT
GENERAL FUND CURRENT EMPLOYEE LISTING EFFECTIVE JUNE, 2020

Employee Name	Employee No.	Position Title	Salary	Status	Class	Location
Funded Positions						
Alejandro, Lisa	90163	Assistant Commissioner	\$ 97,000.00	Filled	Exempt	STT
Bailey, LaVerne P.	90284	Deputy Commissioner, Property	\$ 74,160.00	Filled	Exempt	STX
Benson, Philip	82805	Automobile Mechanic	\$ 35,281.00	Filled	Classified	STX
Carasco-John, Hyacinth	105388	Administrative Assistant	\$ 37,220.00	Filled	Classified	STX
Celestine, Priscilla	61815	Administrative Assistant	\$ 48,949.00	Filled	Classified	STT
Denis, Jacqueline	61476	Chief of Central Stores	\$ 61,642.00	Filled	Classified	STX
Fletcher, Marjorie	56512	Contract Specialist	\$ 46,350.00	Filled	Classified	STX
Foy, Henrique	75454	Executive Chauffeur	\$ 41,200.00	Filled	Exempt	STT
Glasford, St. Clair	83354	Storekeeper II	\$ 31,945.00	Filled	Classified	STT
Graneau, John	106399	Chauffeur	\$ 27,040.00	Filled	Classified	STT
Hansen, Janice	48122	Motor pool Fleet Supervisor	\$ 29,728.00	Filled	Classified	STX
Harrison, Kacy	87764	Automobile Mechanic	\$ 41,836.00	Filled	Classified	STX
Hendrickson Farrington, Diana	97428	Property & Procurement Officer I	\$ 50,345.00	Filled	Classified	STT
Hodge, Mahalia	99371	Contract Payment Facilitator	\$ 36,050.00	Filled	Exempt	STX
Johnson, Anika	87674	Evaluation Supervisor	\$ 56,650.00	Filled	Exempt	STX
Kline, Karen	96076	Director of Transportation	\$ 61,642.00	Filled	Classified	STT
Lescott, Dazarene	69283	Evaluation Supervisor	\$ 56,650.00	Filled	Exempt	STT
Leycock, Alexis	66164	Procurement Officer I	\$ 34,908.00	Filled	Classified	STX
Liburd, Samuel	81522	Assistant Production Manager	\$ 50,000.00	Filled	Exempt	STT
Malone, Sarita	94613	Administrative Assistant	\$ 44,799.00	Filled	Classified	STX
Martin, Denfield	98718	Auto Mechanic	\$ 38,000.00	Filled	Classified	STT
Mayers, Avril	73288	Administrative Assistant	\$ 37,220.00	Filled	Classified	STT
Mcleish, Henry	97178	Coordinator of Transportation	\$ 50,000.00	Filled	Classified	STT
Monsanto, Leonard	43000	Storekeeper II	\$ 43,000.00	Filled	Classified	STT
Oriol, Carol	105595	Executive Secretary	\$ 51,500.00	Filled	Exempt	STT
Ottley, Earle	66934	Director of Printing	\$ 66,950.00	Filled	Exempt	STT
Rhymer, Julio	99281	Computer Production & Graphics	\$ 41,200.00	Filled	Exempt	STT
Rodriguez, Kimberly	110920	Chief Coordinator Special Services	\$ 70,000.00	Filled	Exempt	STT
Roebuck, Earl	94374	Laborer II	\$ 30,600.00	Filled	Classified	STX
Sebastien, Gerda D.	75097	Administrator, Fiscal & Personnel S	\$ 85,000.00	Filled	Exempt	STT
Squiabro, Patricia	73258	Chief of Central Stores	\$ 61,642.00	Filled	Classified	STT
Sub total Funded Positions -GF			\$ 1,538,507.00			

DEPARTMENT OF PROPERTY PROCUREMENT
GENERAL FUND CURRENT EMPLOYEE LISTING EFFECTIVE JUNE, 2020

[illegible]

Note personal changes effective June, 2020:

1. Lloyd Bough's position filled by Lisa Alejandro
2. Fletcher, Marjorie Contract Specialist \$46,350.00 resigned
3. Janice Hansen - Motor Pool Supervisor position

DEPARTMENT OF PROPERTY PROCUREMENT
BUSINESS COMMERCIAL CURRENT EMPLOYEE LISTING EFFECTIVE JUNE, 2020

Employee Name	Employee No.	Position Title	Salary	Status	Class	Location
<u>ACTIVE EMPLOYEES</u>						
Cantois, Jozette	104246	Assistant Commissioner	\$ 90,000.00	Filled	Exempt	STX
Anderson, Wayne	82167	Legal Advisor	\$ 90,000.00	Filled	Exempt	STT
Baptiste, Zahra	106956	Financial Control Officer	\$ 67,500.00	Filled	Exempt	STT
Charles, Trevor	74793	Contract Technician	\$ 46,400.00	Filled	Classified	STX
Claxton, Garfield	69589	Laborer II	\$ 29,853.00	Filled	Classified	STT
Dennin, Kevin	110014	Contract Specialist	\$ 45,000.00	Filled	Exempt	STX
Dowdy, Dinaja	103858	Contract Payment Facilitator	\$ 35,000.00	Filled	Exempt	STT
Edmead, Deryka	94050	Special Assistant	\$ 55,000.00	Filled	Exempt	STT
Encarnacion, Luis	58544	Property Inspector	\$ 59,345.00	Filled	Classified	STX
Fleming, Bernice	82240	PBX Operator/Receptionist	\$ 32,343.00	Filled	Classified	STT
George, Irene	55402	Contract Payment Facilitator	\$ 35,000.00	Filled	Exempt	STT
Giles, Chano	101738	Custodial Worker	\$ 28,250.00	Filled	Classified	STX
Hamilton, Coreen	61566	Contract Specialist	\$ 45,000.00	Filled	Exempt	STX
Harris, William	96218	Storekeeper III	\$ 38,110.00	Filled	Classified	STT
Hodge, Arlet	91489	Records & Property Mgt. Officer	\$ 58,131.00	Filled	Classified	STT
Ible, Luis	105816	Creative Director	\$ 80,000.00	Filled	Exempt	STT
Jennings, Sharin	110021	Contract Specialist	\$ 45,000.00	Filled	Exempt	STT
Joseph, Anthony	111065	Facilities Maintenance Manager	\$ 40,000.00	Filled	Classified	STT
King, Katisha	106400	Records & Property Mgt. Officer	\$ 31,541.00	Filled	Classified	STX
Lake, Averly	109679	Facilities Maintenance Manager	\$ 41,200.00	Filled	Classified	STT
Mathurin, Melissa	91317	Contract Administrator	\$ 54,590.00	Filled	Exempt	STT
McFarlane, Boyd	110006	Evaluation Supervisor	\$ 55,000.00	Filled	Exempt	STX
Morancie, Magdalene	102594	Legal Policy Director	\$ 92,700.00	Filled	Exempt	STT
Payne-Wynter, Stacy	110258	Paralegal	\$ 60,000.00	Filled	Exempt	STT
Perez, Christina	68957	Records & Property Mgt. Officer	\$ 49,882.00	Filled	Classified	STX
Petersen, Kizma	79653	Contract Specialist	\$ 45,000.00	Filled	Exempt	STX
Richards, Vincent	106096	Deputy Commissioner, Property	\$ 74,160.00	Filled	Exempt	STT
Richardson, Sharmila	95859	Fixed Asset/Risk Loss Accounting Mgr.	\$ 55,000.00	Filled	Exempt	STT
Scotland-Crosby, Helenita	33152	Program Manager	\$ 41,200.00	Filled	Exempt	STX
Shulterbrandt, Stewart	58543	Asset & Risk Loss Accounting	\$ 46,350.00	Filled	Exempt	STT
Solomon, Samuel	99842	Information Technology Specialist	\$ 51,500.00	Filled	Exempt	STX
Sub Total Active Personal Salaries			\$ 1,618,055.00			

DEPARTMENT OF PROPERTY PROCUREMENT
BUSINESS COMMERCIAL CURRENT EMPLOYEE LISTING EFFECTIVE JUNE, 2020

Employee Name	Employee No.	Position Title	Salary	Status	Class	Location
Spencer, Kim	64778	Evaluation Supervisor	\$ 55,000.00	Filled	Exempt	STT
St. Luce, St. Clair	96315	Property Inspector	\$ 37,740.00	Filled	Classified	STT
Sterling, Eldine	92738	Deputy Commissioner, Transportation	\$ 74,160.00	Filled	Exempt	STT
Stuart, Cassandra	96751	Contract Specialist	\$ 45,000.00	Filled	Exempt	STT
Vanbeverhoudt, Steven	94745	Personal Property Inventory Assistant	\$ 30,900.00	Filled	Exempt	STT
Willock, Henry	96316	Property Inspector	\$ 37,740.00	Filled	Classified	STT
Sub total active personal salaries			\$ 280,540.00			
Total Active Personnel			\$ 1,898,595.00			
<u>VACANCIES</u>						
Vacant		Deputy Commissioner	\$ 85,000.00	Vacant	Exempt	
Vacant		Custodial Worker II	\$ 31,399.00	Vacant	Classified	
Vacant		Contract Payment Facilitator	\$ 35,000.00	Vacant	Exempt	
Vacant		Asset & Risk Loss Technician	\$ 35,130.00	Vacant	Classified	
Vacant		Property Inspector	\$ 31,541.00	Vacant	Classified	
Total Vacancies			\$ 218,070.00			
<u>NEW PROPOSED PERS</u>						
NEW PP7		Auto Repair & Maintenance Mgr.	\$ 50,000.00	New	Exempt	
NEW PPI1		Chief Legal Counsel	\$ 100,000.00	New	Exempt	
NEWDSPP		Legal Advisor	\$ 90,000.00	New	Exempt	
NEW PP3		Administrative Officer I	\$ 27,812.00	New	Classified	
NEW PP4		Administrative Officer I	\$ 27,812.00	New	Classified	
NEW PP6		Auto Mechanic	\$ 28,799.00	New	Classified	
NEW PPI6		Contract Administrator	\$ 60,000.00	New	Exempt	
NEW PPI7		Contract Specialist	\$ 45,000.00	New	Exempt	
NEW PPI8		Contract Specialist	\$ 45,000.00	New	Exempt	
NEW PPI9		Contract Specialist	\$ 45,000.00	New	Exempt	
NEW PPI4		Engineer	\$ 100,000.00	New	Exempt	
NEW PP20		Evaluation Supervisor	\$ 55,000.00	New	Exempt	
NEW PPI21		Evaluation Supervisor	\$ 55,000.00	New	Exempt	
NEW PP22		Real Property Specialist	\$ 45,000.00	New	Exempt	
NEW PPI3		Special Assistant	\$ 62,000.00	New	Exempt	
NEW PP2		Administrative Officer I	\$ 27,812.00	New	Classified	
NEW PPI		Supervisor of Warehouse	\$ 45,024.00	New	Classified	
Total New Proposed Personnel			\$ 909,259.00			
Lump Sum Payments			\$ 5,840.00			
Total Business & Commercial Personal Salaries - FY 2021			\$ 3,031,764.00			

DEPARTMENT OF PROPERTY PROCUREMENT
BUSINESS COMMERCIAL CURRENT EMPLOYEE LISTING EFFECTIVE JUNE, 2020

[illegible]

Note personal salaries changes effective June, 2020:

1. Assistant Commissioner position filled by Jozette Cantois
2. Contract Payment Facilitator Position - \$35,000 - Dinaja Dowdy resigned
2. Special Assistant Position - \$55,000 - filled by Deryka Edmead
2. Facilities Maintenance Manage Position - \$40,000 Anthony Joseph resigned

DEPARTMENT OF PROPERTY PROCUREMENT
CURRENT EMPLOYEE LISTING

Employee Name	Employee No.	Position Title	Salary	Status	Class	Location
Anderson, Wayne	82167	Legal Advisor	\$ 90,000.00	Filled	Exempt	STT
Alejandro, Lisa	90163	Assistant Commissioner	\$ 97,000.00	Filled	Exempt	STT
Bailey, LaVerne P.	90284	Deputy Commissioner, Property	\$ 74,160.00	Filled	Exempt	STX
Baptiste, Zahra	106956	Financial Control Officer	\$ 67,500.00	Filled	Exempt	STT
Cantois, Jozette J.	104246	Assistant Commissioner	\$ 90,000.00	Filled	Exempt	STX
Carasco-John, Hyacinth	105388	Administrative Assistant	\$ 37,220.00	Filled	Classified	STX
Celestine, Priscilla	61815	Administrative Assistant	\$ 48,949.00	Filled	Classified	STT
Charles, Trevor	74793	Contract Technician	\$ 46,400.00	Filled	Classified	STX
Claxton, Garfield	69589	Chauffeur	\$ 29,853.00	Filled	Classified	STX
Denis, Jacqueline	61476	Chief of Central Stores	\$ 61,642.00	Filled	Classified	STX
Dennin, Kevin	110014	Contract Specialist	\$ 45,000.00	Filled	Exempt	STX
Edmead, Deryka	94050	Special Assistant	\$ 55,000.00	Filled	Exempt	STT
Encarnacion, Luis	58544	Property Inspector	\$ 59,345.00	Filled	Exempt	STX
Fleming, Bernice	82240	PBX Operator/Receptionist	\$ 32,343.00	Filled	Exempt	STT
Fletcher, Marjorie	56512	Contract Specialist	\$ 46,350.00	Filled	Exempt	STX
Foy, Henrique	75454	Executive Chauffeur	\$ 41,200.00	Filled	Exempt	STT
George, Irene	55402	Contract Payment Facilitator	\$ 35,000.00	Filled	Exempt	STT
Giles, Chano	101738	Custodial Worker	\$ 28,250.00	Filled	Classified	STX
Glasford, St. Clair	83354	Storekeeper II	\$ 31,945.00	Filled	Classified	STT
Graneau, John	106399	Chauffeur	\$ 27,040.00	Filled	Classified	STT
Hamilton, Coreen	61566	Contract Specialist	\$ 45,000.00	Filled	Exempt	STX
Hansen, Janice	48122	Motorpool Fleet Supvsr.	\$ 60,000.00	Filled	Exempt	STX
Harris, William	96218	Storekeeper II	\$ 38,110.00	Filled	Exempt	STT
Harrison, Kacy	87764	Automobile Mechanic	\$ 41,836.00	Filled	Classified	STX
Hendrickson Farrington, Diana	97428	Property & Procurement Officer I	\$ 50,345.00	Filled	Classified	STT
Hodge, Arlet	91489	Records & Property Mgt. Officer	\$ 58,131.00	Filled	Classified	STT
Hodge, Mahalia	99371	Contract Payment Facilitator	\$ 36,050.00	Filled	Exempt	STX
Ible, Luis	105816	Creative Director	\$ 80,000.00	Filled	Exempt	STT
Jennings, Sharin	110021	Contract Specialist	\$ 45,000.00	Filled	Exempt	STT
Johnson, Anika	87674	Evaluation Supervisor	\$ 56,650.00	Filled	Exempt	STX
Joseph, Anthony	111065	Facilities Maintenance Manager	\$ 40,000.00	Filled	Exempt	STX
Joseph, Cathy	109116	Laborer	\$ 27,040.00	Filled	Classified	STX
King, Katisha	106400	Records & Property Mgt. Officer	\$ 39,455.00	Filled	Classified	STX
Kline, Karen	96076	Director of Transportation	\$ 61,642.00	Filled	Exempt	STT

DEPARTMENT OF PROPERTY PROCUREMENT
CURRENT EMPLOYEE LISTING

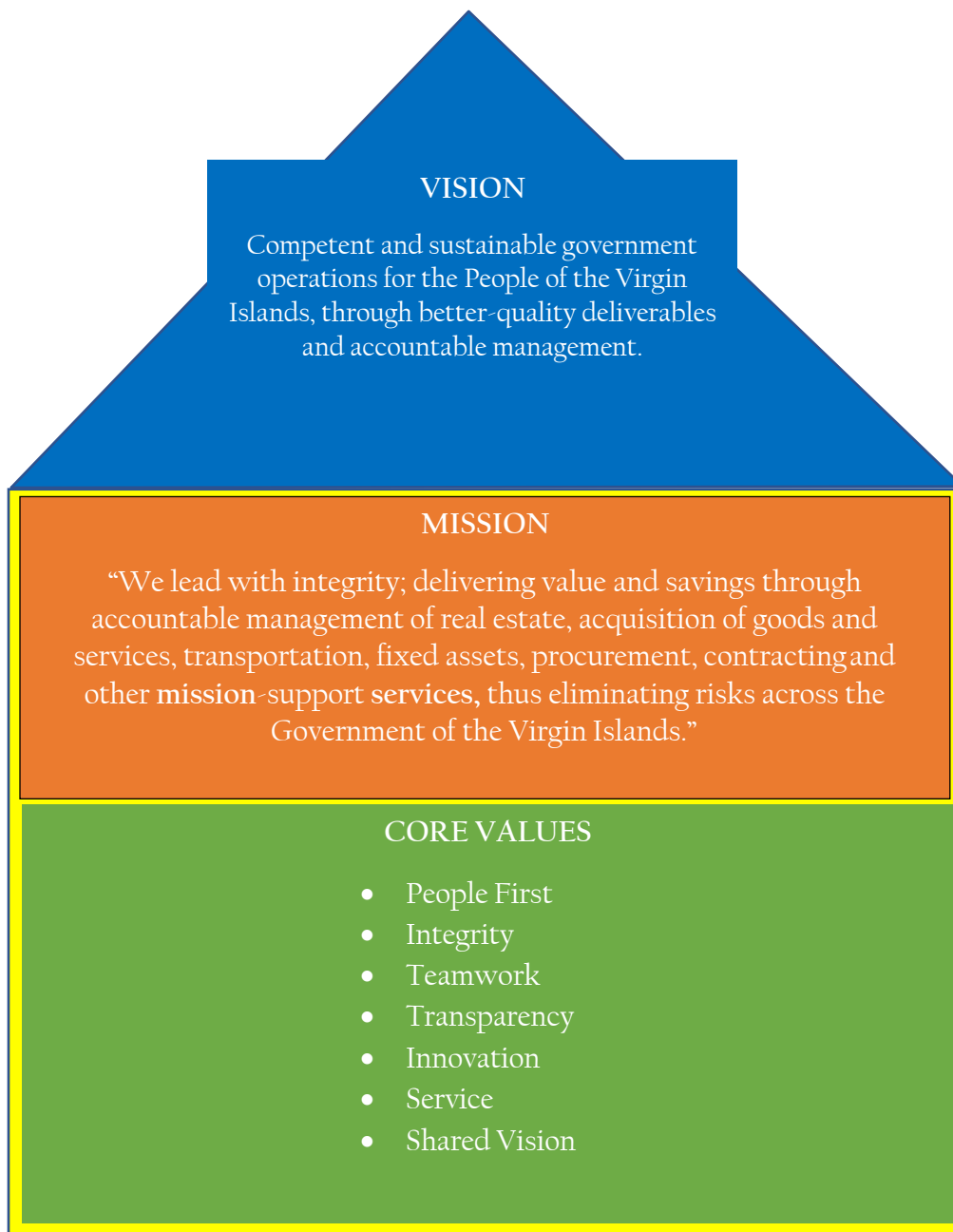
Employee Name	Employee No.	Position Title	Salary	Status	Class	Location
Lake, Averly	109679	Facilities Maintenance Manager	\$ 41,200.00	Filled	Exempt	STT
Lescott, Dazarene	69283	Evaluation Supervisor	\$ 56,650.00	Filled	Exempt	STT
Leycock, Alexis	66164	Procurement Officer I	\$ 34,908.00	Filled	Classified	STX
Liburd, Samuel	81522	Assistant Production Manager	\$ 50,000.00	Filled	Exempt	STT
Malone, Sarita	94613	Administrative Assistant	\$ 44,799.00	Filled	Classified	STX
Martin, Denfield	98718	Auto Mechanic	\$ 38,000.00	Filled	Classified	STT
Mathurin, Melissa	91317	Contract Administrator	\$ 54,590.00	Filled	Exempt	STT
Mayers, Avril	73288	Administrative Assistant	\$ 37,220.00	Filled	Classified	STT
McFarlane, Boyd	110006	Evaluation Supervisor	\$ 55,000.00	Filled	Exempt	STX
Mcleish, Henry	97178	Coordinator of Transportation	\$ 50,000.00	Filled	Classified	STT
Monsanto, Leonard	43000	Storekeeper II	\$ 43,000.00	Filled	Classified	STT
Morancie, Magdalene	102594	Legal Policy Director	\$ 92,700.00	Filled	Exempt	STT
Oriol, Carol	105595	Executive Secretary	\$ 51,500.00	Filled	Exempt	STT
Ottley, Earle	66934	Director of Printing	\$ 66,950.00	Filled	Exempt	STT
Payne-Wynter, Stacy	110258	Paralegal	\$ 60,000.00	Filled	Exempt	STT
Perez, Christina	68957	Records & Property Mgt. Officer	\$ 49,882.00	Filled	Classified	STX
Petersen, Kizma	79653	Contract Specialist	\$ 45,000.00	Filled	Exempt	STX
Rhymer, Julio	99281	Computer Production & Graphics	\$ 41,200.00	Filled	Exempt	STT
Richards, Vincent	106096	Deputy Commissioner, Property	\$ 74,160.00	Filled	Exempt	STT
Richardson, Sharmila	95859	Fixed Asset/Risk Loss Accounting Mg	\$ 55,000.00	Filled	Exempt	STT
Rodriguez, Kimberly	110920	Chief Coordinator Special Services	\$ 70,000.00	Filled	Exempt	STT
Roebuck, Earl	94374	Laborer II	\$ 30,600.00	Filled	Classified	STX
Scotland-Crosby, Helenita	33152	Program Manager	\$ 41,200.00	Filled	Exempt	STX
Sebastien, Gerda D.	75097	Administrator, Fiscal & Personnel Svc	\$ 85,000.00	Filled	Exempt	STT
Shulterbrandt, Stewart	58543	Asset Risk & Loss	\$ 46,350.00	Filled	Exempt	STX
Solomon, Samuel	99842	Information Technology Specialist	\$ 51,500.00	Filled	Exempt	STX
Spencer, Kim	64778	Evaluation Supervisor	\$ 55,000.00	Filled	Exempt	STT
Squiabro, Patricia	73258	Chief of Central Stores	\$ 61,642.00	Filled	Classified	STT
St. Luce, St. Clair	96315	Property Inspector	\$ 37,740.00	Filled	Classified	STT
Sterling, Eldine	92738	Deputy Commissioner, Transportation	\$ 74,160.00	Filled	Exempt	STT
Stuart, Cassandra	96751	Contract Specialist	\$ 45,000.00	Filled	Exempt	STT
Theophilus, Marsha	74791	Executive Secretary Commissioner	\$ 50,000.00	Filled	Exempt	STX
Thomas, Anthony D.	45093		\$ 105,000.00	Filled	Exempt	STX

DEPARTMENT OF PROPERTY PROCUREMENT
CURRENT EMPLOYEE LISTING

[illegible]

Appendix A2 - Vision, Mission, and Core Values

Keeping the People's House in Order



BUSINESS AND COMMERCIAL TENANT LISTNG								
FILE NO.	NAME OF BUSINESS	LOCATION	ISL	MONTHLY RENT	ANNUAL RENT	START DATE	EXPIRATION	TERM/ DETAILS
BC 001	ABC Sales & Services	110 & 111 Sub Base	STT	\$3,767.06	\$45,204.72	5/1/2014	4/30/2034	20y 2x5yrs
BC 005	Floor Factory	6A Sub Base	STT	\$760.03	\$9,120.36	9/23/1991	9/16/2016	25-yr
BC 005A	Floor Factory	6A Sub Base	STT	\$200.00	\$2,400.00			
BC 006	Charley's Trucking	171 Sub Base	STT	\$400.00	\$4,800.00	9/18/1987		month-to-month
BC 015	Reynald Charles	124 Sub Base	STT	\$558.54	\$6,702.48	11/20/1970		month-to-month
BC 018	Central Air	11B Sub Base	STT	\$1,055.65	\$12,667.80	8/11/1998	8/6/2018	20-yr 1x5yr.
BC 025	Courtesy Garage	67 Sub Base	STT	\$583.80	\$7,005.60	11/12/1987		month-to-month
BC 030	Subbase Wreck Shop	130 Sub Base	STT	\$1,181.05	\$14,172.60	3/15/1990	3/9/2015	25-yr. 4x5yr.
BC 038	Spencer Jeep rental	1A Cruz Bay	STJ	\$400.00	\$4,800.00	5/15/1990		month-to-month
BC 041	W & W Fast Food d/b/a Nella's Lounge	1A Cruz Bay	STJ	\$400.00	\$4,800.00	6/18/1993		month-to-month
BC 047	Commercial Security	70B-1 Sub Base	STT	\$1,512.00	\$18,144.00	5/1/2014	4/30/2034	20-yr 2x5yrs
BC 053	Heavy Materials	115 Sub Base	STT	\$6,168.00	\$74,016.00	5/24/2002	5/21/2012	10-yr 2x5y
BC 059	Arian's Bar & Restaurant	22 Sub Base	STT	\$666.40	\$7,996.80	10/25/1989		month-to-month
BC 065	Island Laundries	116-164 Sub Base	STT	\$943.70	\$11,324.40	6/11/1984		month-to-month
BC 069	PC Puerto Rico d/b/a USVI Fuel Services	Pier 89 Sub Base	STT	\$27,966.00	\$335,592.00	3/1/2012	2/28/2017	5yr.
BC 070	Catholic Services of the VI	No. 7 Hospital line	STT	\$0.08	\$0.96	7/1/1988		yearly
BC 071	Denzil Clyne Jeep Rental	1A Cruz Bay	STJ	\$400.00	\$4,800.00	9/21/1988		month-to-month
BC 084	Ottley Communications	121, 167, 171 Subbase	STT	\$3,342.64	\$40,111.68	1/27/1998	1/22/2018	20-yr. 1x5y
BC 086	John's Auto Center	70 Subbase	STT	\$2,570.00	\$276.00	1/31/2002	1/26/2022	20-yr. 1x5y
BC 092	Turnbull's Welding	99A Subbase	STT	\$400.00	\$4,800.00	4/23/1990		month-to-month
BC 093	Associated Universities	32 longpoint & Cotton Garden	STX	\$3,548.40	\$42,580.80	9/20/1988	12/22/2024	10-yr. 2x5y
BC 098	VI WAPA	Rem. Est. Enighed No. 1	STJ	\$200.00	\$2,400.00	12/28/1988	12/21/2018	30-yr.
BC 113	Island Roads Corporation	1A-1 Bovoni	STT	\$4,075.81	\$48,909.72	2/21/1991	2/20/2016	5-yr. 5x5y
BC 113A	Island Roads Corporation	1A-1 Bovoni	STT	\$107.24	\$1,286.88			
BC 123	Sanitary Trashmoval Services	130-A-1 Subbase	STT	\$420.45	\$5,045.40	5/24/1990		month-to-month
BC 127AA	Hotel on the Cay Timeshare Assoc	Hotel on the Cay	STX	\$3,500.00	\$42,000.00	4/24/1964	12/31/2039	
BC 127AAA	Hotel on the Cay Timeshare Assoc	Hotel on the Cay	STX	\$559.00	\$6,708.00	12/7/1981		monthly
BC 127B	Andrew Pappas	Andrew Pappas	STX	\$328.00	\$3,936.00	12/27/1990	12/31/2039	monthly
BC 134	Catholic Services of the VI	74B Kronprindens Gade	STT	\$0.08	\$0.96	8/22/1990	8/17/2015	20y 1x5y
BC 142	United Brothers and Sons, Inc.	105 Subbase	STT	\$500.00	\$6,000.00	6/19/1991		month-to-month
BC 143	Dadlie's Trucking Service	32A & 33 Subbase	STT	\$2,000.00	\$24,000.00	10/1/2019	9/30/2039	20y 2x5y
BC 144	Lake Upholstery	99A Subbase	STT	\$400.00	\$4,800.00	5/20/1992		month-to-month
BC 147	VI Telephone	1AA Cruz Bay	STJ	\$0.08	\$0.96	4/1/1964		yearly

FILE NO.	NAME OF BUSINESS	LOCATION	ISL	MONTHLY RENT	ANNUAL RENT	START DATE	EXPIRATION	TERM/ DETAILS
BC 151	U. S. Postal Service	6Aa-6Ab St. John	STJ	\$800.00	\$9,600.00	1/1/1985		monthly
BC 152	U. S. Coast Guard	Parcel A	STT	\$0.08	\$0.96	12/11/1968		yearly
BC 155	Role Enterprises	294 Contant & Enighed	STJ	\$535.58	\$6,426.96	5/18/1992	5/13/2017	20y 1x5y
BC 168	Micro Max	70B2 Subbase	STT	\$221.05	\$2,652.60	9/22/1992	9/17/2017	20y 1x5y
BC 175	Industrious Auto Repair	37 Subbase	STT	\$579.54	\$6,954.48	12/21/1984		monthly
BC 176	Suntech Group d/b/a VI Gas	4 Subbase	STT	\$1,502.03	\$18,024.36	9/24/1993	9/19/2018	20y 1x5y
BC 202	Lew Henley's Sewage Disposal	17A-3 Estate Bovoni	STT	\$1,927.08	\$23,124.96	2/1/2014	1/31/2034	20y 2x5yrs
BC 203	Courtesy Garage	Subbase	STT	\$75.00	\$900.00	3/4/1993		monthly
BC 204	Island Tri. Corp.	181 Subbase	STT	\$1,325.98	\$15,911.76	4/1/2006	3/31/2046	40y 2x5y
BC 204A	Island Tri. Corp.	181 Subbase	STT	\$227.50	\$2,730.00			
BC 210	Nature Nook	1A Cruz Bay	STT	\$400.00	\$4,800.00	1/21/1994		monthly
BC 222	Fine Woodworking Shop	106 Subbase	STT	\$904.64	\$10,855.68	4/18/1988	4/17/2018	5y 4x5y
BC 225	St. Thomas Properties, LLC	17-2 Subbase	STT	\$764.58	\$9,174.96	12/1/1997		monthly
BC 226	Innovative Wireless	Plot 6 Recovery Hill	STX	\$200.00	\$2,400.00	8/30/1991		monthly
BC 229	Antilles Gas Corporation	3 & 19 Subbase	STT	\$4,373.56	\$52,482.72	8/10/1994	8/5/2019	20y 1x5y
BC 239	Cash Muffler	21 Subbase	STT	\$1,171.78	\$14,061.36	3/9/2006	3/8/2026	20y 2x5yrs
BC 242	J. B. Head & Machine Shop	5B Subbase	STT	\$669.04	\$8,028.48	3/9/2006	3/8/2026	20y 2x5yrs
BC 257	Victor's New Hideout	179 Subbase	STT	\$3,069.87	\$36,838.44	8/10/1994	8/4/2019	25y
BC 279	Hustler & Sons Auto Body Repair	34 Chinaman Hill	STT	\$614.51	\$7,374.12	12/13/1996	12/12/2021	25y 1x5y
BC 285	American Furniture Corp.	24 Subbase	STT	\$2,983.51	\$35,802.12	8/11/1998	8/5/2023	25y 1x5y
BC 287	Bryan Electrical Contracting	70A Subbase	STT	\$5,965.00	\$71,580.00	2/1/1998	1/31/2018	20y 15yrs
BC 288	Premiere Construction/OTL	69 Subbase	STT	\$1,495.31	\$17,943.72	1/27/1998	1/22/2018	20y 1x5y
BC 291	Our Market	1A Cruz Bay	STJ	\$400.00	\$4,800.00	1/1/1991		monthly
BC 296	American Furniture Corp.	123 Subbase	STT	\$3,959.09	\$47,509.08	12/29/2000	12/24/2020	20y 1x5y
BC 298	St. Croix Landmark Society, Inc	52 & 54 Estate Whim	STX	\$0.08	\$0.96	8/1/1998	7/31/2023	yearly
BC 308	Fortress Electric Corporation	114 Subbase	STT	\$510.40	\$6,124.80	1/8/1989		monthly
BC 310	Veteran Resources & Development	2, 14, 24 John Dunkoe	STT	\$0.08	\$0.96	8/28/2002	8/15/2052	50y
BC 317	Calvin Belle	113 Cane Bay	STX	\$314.70	\$3,776.40	5/1/2003	4/27/2018	15y
BC 320	Joes Hot Spot	70-B-3 Subbase	STT	\$200.00	\$24,400.00	6/18/2008	6/15/2023	15y
BC 326	St. Thomas Properties, LLC	7A, 6E New Quarter	STT	\$8.33	\$99.96	10/4/2004		25y
BC 330	World Fresh Market	42 Subbase	STT	\$19,500.00	\$234,000.00	1/1/2015	12/31/2040	25y 5x5y
BC 362	MLC Holdings	86 Subbase	STT	\$3,446.41	\$41,356.92	3/1/2012	2/28/2032	20y 2x5yrs
BC 362A	MLC Holdings	86 Subbase	STT	\$150.00	\$1,800.00			
BC 371	Lion's Club of St. Croix	110D Annas Hope	STX	\$1.00	\$12.00	3/11/2004	3/1/2029	25y
BC 372	Innovative Telephone Corp	9 & 10 King Street	STX	\$7,175.67	\$86,108.04	5/28/2009	5/27/2034	25y 5x5y

FILE NO.	NAME OF BUSINESS	LOCATION	ISL	MONTHLY RENT	ANNUAL RENT	START DATE	EXPIRATION	TERM/ DETAILS
BC 373	Frederiksted Health Care	45,47,48 & 49 Strand Street	STX	\$1.00	\$12.00	9/21/2009	9/20/2059	50y
BC 374	Western Rx	23 Subbase	STT	\$1,580.62	\$18,967.44	2/27/1997	2/26/2022	25y
BC 374A	Western Rx	23 Subbase	STT	\$375.00	\$4,500.00			
BC 251	St. Croix Majorettes	1 Peter's Rest	STT	\$1.00	\$12.00	9/20/1994	9/1/2019	yearly
BCJ 075	Cool Breeze Jeep Rentals	300-K Enighed/1Ab Cruz Bay	STJ	\$691.73	\$8,300.76	5/29/2009	5/24/2029	20y
BCJ 212	Hercules Pate Delight	1AE Cruz Bay	STJ	\$446.25	\$5,355.00	6/2/2009	5/31/2019	10y 2x5y
BCJ 290	Charlie's Automotive/C & C	300-A Enighed	STJ	\$1,248.04	\$14,976.48	12/8/2006	11/28/2046	40y 2x5y
BCJ 292	VBP Leasing, LLC d/b/a Mr. Pipers Jeeps	Portion of Parcel 300 Enighed	STJ	\$559.97	\$6,719.64	4/1/2006	3/31/2046	40y 2x5y
BCJ 297	A & J Meat Market	300-C Cruz Bay Town	STJ	\$400.00	\$9,120.36	12/8/2006		monthly
BCJ 306	Courtesy Car/Jeep Rental	300-1D Cruz Bay	STJ	\$707.95	\$8,495.40	11/16/2005	11/15/2045	40y 2x5y
BCJ 309	St. John Animal Care Center, Inc.	300-1D Enighed	STJ	\$442.62	\$5,311.44	4/21/2006	4/21/2026	20y 2x5yrs
BCJ 353	Hill's Plumbing	300-1H Enighed	STJ	\$3,381.99	\$40,583.88	4/21/2006	4/20/2056	50y
BCJ 378	Cool breeze Sightseeing Tours	1Ac/300N Cruz Bay	STJ	\$487.72	\$5,852.64	5/1/2010		monthly
BCJ 379	O'connor Rentals	300-L/300-P	STJ	\$1,147.44	\$13,769.28	9/21/2010	8/31/2025	15y 2x5y
BCT 081	Brooks Upholstery/Auto Repair	101 Subbase	STT	\$1,000.00	\$12,000.00	12/8/2006	12/3/2026	20y
BCT 085	Peter Prof. Body Repair	99A-6 Subbase	STT	\$412.38	\$4,948.56	6/28/2009	6/23/2029	20y 2x5yrs
BCT 150	Texas Pit BBQ, Inc.	127 Subbase	STT	\$1,991.00	\$23,892.00	5/6/2005	5/4/2015	10y 2x5y
BCT 232	Pookie Body Shop & Repairs	99A-3 Subbase	STT	\$2,708.33	\$32,499.96	4/18/2007	4/13/2027	20y 2x5yrs
BCT 235	Twins Auto Body	21 Subbase	STT	\$770.00	\$9,240.00	4/18/2007	4/15/2017	10y 4x5y
BCT 236	Island Gas Inc.	21-B Subbase	STT	\$764.74	\$9,176.88	12/9/1998	12/4/2008	20y 4x5y
BCT 252	Palace Interior	25-A Subbase	STT	\$1,581.71	\$18,980.52	12/7/2007	12/6/2027	20y
BCT 275	Texas Pit BBQ, Inc.	23A Subbase	STT	\$416.67	\$1,164.00	12/9/2008	12/6/2023	15y 2x5y
BCT 299	K-Unique Plus/House of Class	142A Anna's Retreat	STT	\$592.08	\$7,104.96	12/8/2006	12/5/2016	10y 2x5y
BCT 301	Castillo Auto Repairs	5A Subbase	STT	\$574.88	\$6,898.56	12/8/2006	12/3/2026	20y 2x5yrs
BCT 311	Otto's Glass Works	99B-2 Subbase	STT	\$550.00	\$6,600.00	12/1/2010	11/30/2030	20y 2x5yrs
BCT 319	Jackson Crane Service	134-C Subbase	STT	\$1,367.33	\$16,407.96	3/21/2007	3/16/2027	20y 2x5yrs
BCT 322	DM Woodworking	5B Subbase	STT	\$534.04	\$6,408.48	11/16/2005	11/15/2025	20y 2x5yrs
BCT 327	Choice Communications	1A-A Estate Bovoni	STT	\$1,540.50	\$18,486.00	5/6/2005	5/1/2025	20y 1x5y
BCT 327A	Choice Communications	Parcel D Tract 1 Nazareth	STT	\$400.00	\$4,800.00			
BCT 341	Reliable Auto Tech	97 Subbase	STT	\$500.00	\$6,000.00	7/1/2008	6/30/2028	20y 2x5yrs
BCT 346	Mandahl Bay Holdings	33 Estate Mandahl	STT	\$41.67	\$500.04	5/2/1969		yearly
BCT 347	A-9 Trucking Services	1-20-1 Estate Bovoni	STT	\$129.45	\$1,553.40	9/26/2005	9/1/2015	10y 4x5y
BCT 349	Tropical Marine Inc.	37-1 and 22-1 Estate Nadir	STT	\$102.70	\$1,232.40	11/16/2005	11/1/2025	20y 1x5y
BCT 350	Kent Corporation	39 Subbase	STT	\$5,237.70	\$62,852.40	11/16/2005	11/1/2025	20y 2x5yrs
BCT 350A	Kent Corporation	39 Subbase	STT	\$4,564.93	\$54,779.16			

FILE NO.	NAME OF BUSINESS	LOCATION	ISL	MONTHLY RENT	ANNUAL RENT	START DATE	EXPIRATION	TERM/ DETAILS
BCT 351	Grade All Heavy Equipment	32 Subbase	STT	\$1,112.58	\$13,350.96	12/15/2005	12/1/2055	50y
BCT 352	KOPS	180-1 Subbase	STT	\$1,767.22	\$21,206.64	3/9/2006	3/1/2036	30y
BCT 355	VI Recycling Company	19, 19A, 19E Bovoni	STT	\$1,447.59	\$17,371.08	4/21/2006	4/1/2036	30y
BCT 356	Girls Scout of the VI	103 Estate Bordeaux	STT	\$25.40	\$304.80	8/22/2006	8/1/2056	50y
BCT 357	Longpath/Garden Street Assoc.	7 and 8 Store Gronne Gade	STT	\$62.28	\$747.36	10/4/2004	10/1/2029	25y 1x25y
BCT 358	39 Dronningens Gade	39 Dronningens Gade	STT	\$100.00	\$1,200.00	12/8/2006	12/1/2016	10y 4x10y
BCT 358A	Cardow inc.	39 Dronningens Gade	STT	\$0.08	\$0.96			
BCT 364	Metro Motors VI Inc.	142-C Annas Retreat	STT	\$1,705.44	\$20,465.28	12/9/2008	12/1/2028	20y 2x5yrs
BCT 366	St. Thomas Properties, LLC	17-3A Nisky Center	STT	\$1,152.23	\$13,826.76	12/9/2008	12/1/2018	10y 2x5y
BCT 369	Red Hook Marina	100-1 Estate Nazareth	STT	\$4,167.00	\$50,004.00	5/28/2009	5/1/2019	10y 4x5y
BCX 381	USVI Soccer Federation	23-1 Upper Bethlehem	STX	\$800.00	\$9,600.00	10/1/2012	9/30/2042	30y 4x5y
LA 501	Leroy Washington Enterprises	146 Subbase	STT	\$400.00	\$4,800.00	9/22/2010		month-to-month
BCT 387	Julien's Welding	99B-1 Subbase	STT	\$828.44	\$9,941.28	1/1/2015	12/31/2020	5y 3x5yrs
BCT 386	Ortalis Properties, LLC	148A-1 Subbase	STT	\$4,280.54	\$51,366.48	1/1/2015	12/31/2020	5y 1x5yrs
BCT 384	Budget Super Service Center	150 Subbase	STT	\$6,663.96	\$79,967.52	1/1/2015	12/31/2024	10y 2x5y
BCT 383	Water Island Development	Tract B & C, Water Island	WI	\$4,400.00	\$52,800.00	1/1/2015	12/31/2113	99yrs
BCX 392	Water&Power Authority	Rem.Matr.24C Recovery Hill	STX	\$1,000.00	\$12,000.00	10/1/2016	9/30/2021	5y 3x5yr
MOA001	Water&Power Authority	Remainder 2A Penitentiary Land	STX	\$500.00	\$6,000.00	4/24/2014		
BCX-394	Caledonia Comm. Corp.	Rem. Matricular 24C Recovery Hill, Bldg.3	STX	\$500.00	\$6,000.00	7/25/2018	7/31/2019	1yr
BCX-396	Marco St. Croix, Inc.	Plot No.4BA Est. Blessing	STX	\$1,000.00	\$12,000.00		11/30/2038	20yrs
BCX-397	JKC Media Ventures, LLC d/b/a/Isle 95	Plot No. 6 Est. Recovery Hill, bldg. 2	STX	\$1,300.00	\$15,600.00	10/4/2018	10/31/2019	1yr
BCT 398	Charles Electrical Services, LLC	Parcel No. 100 Submarine Base	STT	\$845.25	\$10,143.00	11/1/2018	10/31/2038	20y 2x10yr
BCT 399	ERK CORPORATION	Parcel No. 48 Estate Nadir	STT	\$1,046.06	\$12,552.72	11/1/2018	10/31/2048	30y 1x10yr
BCT 400	Quality Paving, LLC	Parcel No. 149 Rem. Submarine Base	STT	\$4,000.00	\$48,000.00	11/1/2018	10/31/2038	20y 2x5yrs
BCX-391	Cruzan Group, LLC	Plot No. 71 Strand Street	STX	\$3,001.10	\$36,013.20	1/1/2018	12/31/2023	5yr 3x5yrs
RH-0002	ARCOM Communication	Rem. Matr. 24-C Recovery Hill	STX	\$400.00	\$4,800.00	12/29/2000		1 yr.
LA-614	St. Thomas Cargo & Ship Services, Inc.	Parcel No. 133 Submarine Base	STT	\$11,649.00	\$139,788.00	5/1/2016		month-to-month
BCT 404	Fabien's Trucking, LLC	149C Submarine Base	STT	\$2,500.00	\$30,000.00	10/1/2019	9/30/2039	20yrs 2x5yrs
BCT 409	Panyard People, Inc.	No. 92 Remainder Submarine Base	STT	\$100.00	\$1,200.00	2/1/2020	1/31/2019	10y 2x5y
LA 619	Euston David	Parcel No 92A Subbase	STT	\$1,500.00	\$18,000.00	11/2/2016		month-to-month
LA 628	Yearwood Enterprises Inc. d/b/a Paradise Gas	Parcel No. 2 Estate Submarine Base	STT	\$1,100.00	\$13,200.00	4/1/2018		month-to-month
BCT 405	Total Auto Package, LLC	Parcel No. 128A Sub Base	STT	\$2,500.00	\$30,000.00	1/1/2020	12/31/2039	20y 2x10yr
LA 584	Pro Mar Services, Inc.	Parcel No. 159A Submarine Base	STT	\$2,000.00	\$24,000.00	5/1/2018		month-to-month
LA 607	Island Green Building Association, Inc.	6-A Estate Sussannaberg	STJ	\$100.00	\$1,200.00	8/1/2017	7/31/2037	20yrsx3x5



Project: Commercial building
Location: St Thomas
Contact: Vincent Richards
Date: 06/17/2020

WE PROVIDE STEEL STRUCTURE SOLUTIONS, BUT WHAT WE REALLY DELIVER IS PEACE OF MIND.

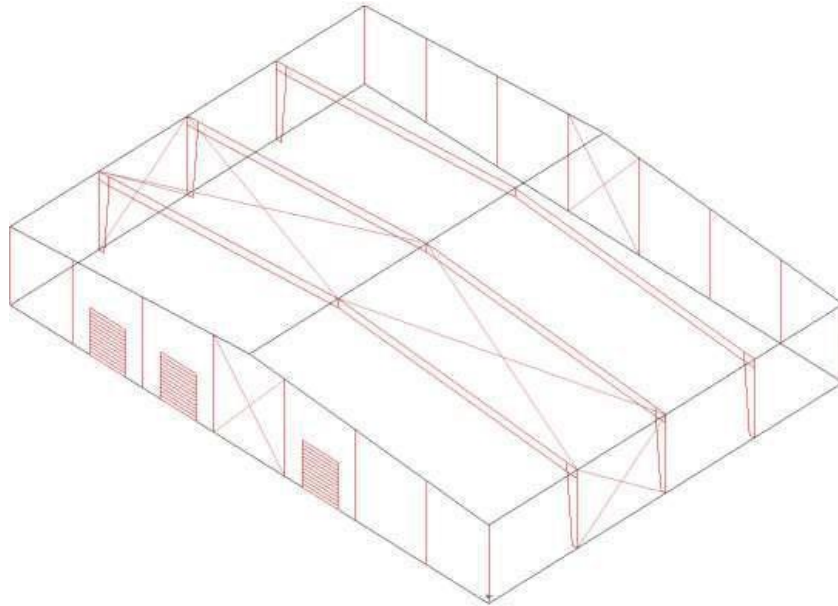


DESIGN | ENGINEERING | PROCUREMENT | MANAGEMENT | LOGISTICS | SUPPORT



DESIGN | ENGINEERING | PROCUREMENT | MANAGEMENT | LOGISTICS | SUPPORT

Building Proposal



Building Specifications

135' wide x 100' long x 20' eave

Building Code & Load Criteria

Building Code & Load Criteria:

- IBC 2018
- Design loads as indicated below:

Wind Speed and Exposure: 165 mph, Exposure C

Collateral Load: 10 psf

Live Load: 20 psf

Seismic: Ss-81%, S1-24%

Seismic Design Category: D

Occupancy Group: II



Office Locations: Florida, Washington
Colorado, Panama, Chile



1.877.997.8335
alliedbuildings.com



Building Proposal

Design Deliverables

- Anchor Bolt Setting Plan with Foundation Reactions
- Approval Drawings (Includes Connections and Details)
- Erection Drawings, for Use in Installation and Construction of Structural Materials

Export Shipment Deliverables

- BAR CODE tracking of each individual piece
- Loading at factory in to 40' closed top containers (or open top if preferred)
- All shipping logs, fumigation certificates, Bill of Lading (if freight by Allied)
- Treated wood
- Inventory Logs with video and photo loading documentation

Inclusions

- All columns, beams, purlins, and hardware
- All bracing for roof and walls (rod)
- Roof to be 26 gauge PBR – SMP paint with 20 year finish warranty
- Wall to be 26 gauge PBA – SMP paint with 20 year finish warranty
- All trims for roof and walls, pre-made in factory
- Gutters and Downspouts
- All purlins and Wall girts

Accessories

- **Three 10x12 roll up doors**

OPTIONS

- Building with 2 rows of interior columns: **\$187,223**

Exclusions

Foundation design, anchor bolts, doors, windows, Insulation, windows, anything not specified in the proposal





DESIGN | ENGINEERING | PROCUREMENT | MANAGEMENT | LOGISTICS | SUPPORT

Building Proposal

Proposal Pricing	
Design services and supply of structural materials as outlined above	\$196,703
Freight (CIF Port in Charlotte Amalie St Thomas USVI)	Included
TOTAL	\$196,703

Payment schedule shall be as follows:

- 20% design/initial payment (due at acceptance of this proposal and serves as a notice to proceed with the outlined services)
- 60% fabrication payment (due prior to releasing materials into fabrication)
- 20% final payment (due at time of loading of materials in containers)

This proposal is valid for 30 days. Building must deliver within 120 days to avoid assessment for steel prices.

Proposal Acceptance

This proposal is approved and accepted by:

Purchaser

Allied Steel Buildings, Inc.

Signature

Signature

Printed Name

Date

Printed Name Mike Stock

Date

Signature above by purchaser indicates acknowledgement and acceptance of terms and conditions found in the following link: <http://www.alliedbuildings.com/terms/>



Office Locations: Florida, Washington
Colorado, Panama, Chile



1.877.997.8335
alliedbuildings.com

Appendix B2 - Space Management Leases: Non-Government Owned

Table 5: Non-Government Owned Space Management Leases

FILE NO.	ISL	LANDLORD	AGENCY	ADDRESS	SQ. FT.	RATE PER SQ. FT.	ANNUAL RENT	INITIAL START DATE	END OF TERM
C24-423	STX	Economic Development Authority	BOC	William D. Roebuck Industrial Park	6048	\$10.00	\$60,480.00	4/1/2017	3/31/2020
C11-386	STX	Berrios Development, LLC	BIT	Portion of Parcel No. 1, Est. Burns Hill	Tower Space		\$12,730.00	7/1/2009	6/30/2021
C11-382	STX	SBA Towers, USVI II, LLC	BIT	East End 3, VI, VI 10902-A-07	Tower Space		\$27,860.65	5/1/2009	4/30/2021
C11-380	STX	Reef Broadcasting, Inc.	BIT	Mt. Stewart, #2 Hard labor, Frederiksted	Tower Space		\$35,059.50	4/1/2009	3/31/2016
C11-392	STX	Shuama Rental Properties, LLC	BIT	#59 Castle Coakley, Christiansted	4,800	\$18.75	\$90,000.00	8/1/2010	7/31/2024
C11-414	STX	SBA Towers USVI, Inc.	BIT	Plot No. 1-B Estate Hermitage	Tower Space		\$40,800.00	7/1/2014	6/30/2021
T16-365	STT	Virgin Islands Public Television	BIT	Parcel No. 3A-17, Estate St. Peter	Tower Space		\$36,000.00	11/1/2010	10/31/2017
T16-371	STT	Royale Systems, LLC	BIT	Pcl. No. 16, Est. Thomas, No. 6E New Qtr.	Tower Space		\$146,400.00	12/1/2008	11/30/2020
T16-407	STT	St. Thomas Properties, LLC	BIT	Pcl. 45-A & 45-B Est. Nisky, Suite 600A	5,000	\$20.00	100,000.00	4/1/2011	03/31/2013
T16-416	STT	Choice Communications, LLC	BIT	Parcel 'D' Track 1, Estate Nazareth, St. Thomas	Tower Space		43,200.00	7/1/2014	6/30/2015

Department of Property and Procurement FY 2021 Budget

FILE NO.	ISL	LANDLORD	AGENCY	ADDRESS	SQ. FT.	RATE PER SQ. FT.	ANNUAL RENT	INITIAL START DATE	END OF TERM
T16-429	STT	SBA Towers, USVI II, LLC	BIT	Solberg Little Northside Quarter, VI06777-S-13, St. Thomas	Tower Space		23,400.00	11/1/2015	10/31/2021
J16-014	STJ	SBA Infrastructure, LLC	BIT	Bordeaux Mountain VII3513-A-10	Tower Space		\$38,594.75	8/1/2009	7/31/2021
T27-385	STT	St. Thomas Properties, LLC	Bureau of Internal Revenue (IRB)	8000 Nisky Center, Suite 15A	2,300	\$22.00	\$50,600.00	12/1/2009	11/30/2011
T27-382	STT	East End Plaza, LLC	IRB	Parcel No. 17B-1	21,800	\$25.49	\$555,682.00	8/1/2010	12/31/2015
T27-265	STT	Fortress Self Storage, Inc.	IRB	Bldg. F of 52-1 Estate Thomas	9,000	\$10.82	\$97,380.00	9/1/1995	2/28/2012
T40-370	STT	Lindon Corporation	Education	No. 210-3A Altona Ste 102 and 103	2,700	\$19.65	\$53,055.00	8/15/2011	8/14/2020
C08-374	STX	Sunny Isle Developers, LLC	Election System of the VI	93A Estate Diamond	4,500	\$20.00	\$90,000.00	8/1/2008	12/31/2020
C08-4336	STX	Caribbean Cinemas of the V.I. Inc.	Election System of the VI	Plot No. 2-C Estate Sion Farm	6,692	\$33.52	\$224,315.84	3/1/2020	
T07-414	STT	Lockhart Gardens, Inc.	Election System of the VI	Pcl. No. 1A-1 Estate Thomas	4,641	\$22.00	\$102,102.00	6/1/2012	05/31/2018
J92-018	STJ	St. John Market Place	Election System of the VI	Suite 102 A & B Marketplace, No. 4A Estate Enighed, St. John	455	\$58.49	\$26,612.95	12/1/2015	11/30/2018
T36-235	STT	Elaineco, Inc.	Health	Parcel 78-1, 2 & 3, Section H	7,000	\$15.00	\$105,000.00	7/1/1992	9/30/2016

Department of Property and Procurement FY 2021 Budget

FILE NO.	ISL	LANDLORD	AGENCY	ADDRESS	SQ. FT.	RATE PER SQ. FT.	ANNUAL RENT	INITIAL START DATE	END OF TERM
T36-252	STT	Ross Estates Limited Partnership	Health	Parcel No. 8A Estate Ross	6,840	\$21.50	\$147,060.60	6/1/1994	05/31/2012
T36-251	STT	Elaineco, Inc.	Health	Pcl. No. 78-1, 2, 3 Sec. H. Estate Contant	3,500	\$15.14	\$49,872.00	11/1/1993	10/31/2012
T36-279	STT	Ross Estates Limited Partnership	Health	Parcel No. 8A Estate Ross	980	\$21.50	\$21,070.00	7/1/1996	6/30/2012
T36-332	STT	Ross Estates Limited Partnership	Health	Parcel No. 8A Estate Ross, Second Floor	1,090	\$15.39	\$16,777.60	8/1/2003	7/31/2011
T36-261	STT	Ross Estates Limited Partnership	Health	Parcel No. 8A Estate Ross	442	\$21.50	\$9,503.00	6/30/1994	7/31/2012
T36-390	STT	Ross Estates Limited Partnership	Health	Parcel No. 8A Estate Ross, Second Floor	900	\$18.00	\$16,200.00	3/1/2010	02/28/2012
T36-311	STT	Tutu Park Limited	Health	26 Estate Charlotte Amalie	1,050	\$20.00	\$21,000.00	10/1/1997	01/14/2012
T36-423	STT	Elaineco, Inc.	Health	Department of Health	7,000	\$15.00	\$105,000.00	12/1/2014	11/30/2020

Department of Property and Procurement FY 2021 Budget

FILE NO.	ISL	LANDLORD	AGENCY	ADDRESS	SQ. FT.	RATE PER SQ. FT.	ANNUAL RENT	INITIAL START DATE	END OF TERM
T36-425	STT	Ross Estates Limited Partnership	Health	Parcel No. 8A Estate Ross	2,100	\$18.00	\$37,800.00	11/1/2014	10/31/2020
T36-426	STT	Ross Estates Limited Partnership	Health	Parcel No. 8A Estate Ross	4,740	\$21.50	\$101,910.00	11/1/2014	10/31/2020
T36-427	STT	Tutu Park Limited	Health	26 Estate Charlotte Amalie	292	\$20.00	\$6,000.00	1/1/2015	12/31/2020
C47-369	STX	Fast Foto, Inc.	Human Services	#3012 Est. Golden Rock, Vitracó Mall	2,590	\$15.00	\$38,850.00	3/1/2008	2/28/2014
C47-410	STX	Zefo's Enterprises, LLC	Human Services	Plot No. 41 Estate Wheel of Fortune, Mars Hill and Stoney Ground, Frederiksted	21,754	\$22.00	\$478,588.00	3/1/2014	2/28/2029
C47-438	STX	Luis N. Davila and Ana L. Davila	Human Services	Parcel No. 129 Golden Rock, Christiansted	2,150	\$11.17	\$24,015.48	7/1/2018	6/30/2023
J47-011	STJ	Virgin Islands Housing Authority	Human Services	Parcel No. 16, Estate Adrian	1,056		\$1.00	12/1/2007	11/30/2013
T47-334	STT	Virgin Islands Housing Authority	Human Services	Pcl. No. 173-339 Est. Anna's Retreat	4,105	\$1.90	\$7,800.00	5/1/2004	4/30/2015
T47-308	STT	Virgin Islands Housing Authority	Human Services	No. 2 -3A Estate Bovoni, Bovoni Projects, Bldg. No. A Apt. 25 & 26	1,010	\$2.37	\$2,400.00	12/1/2006	11/30/2014
*T47-421	STT	The Methodist Church - Leeward Islands District - St. Thomas/St. John Circuit	Human Services	# 2 - 3 Estate Bovoni, St. Thomas	1,301		\$14,400.00	10/1/2014	9/30/2018
C29-273	STX	Bertil and Magdaline Hobson	Justice	249 Estate Glynn	6,000	\$10.00	\$60,000.00	6/1/1995	6/30/2019

Department of Property and Procurement FY 2021 Budget

FILE NO.	ISL	LANDLORD	AGENCY	ADDRESS	SQ. FT.	RATE PER SQ. FT.	ANNUAL RENT	INITIAL START DATE	END OF TERM
C29-422	STX	Tippy Inc.	Justice	No. 3018 Orange Grove, Suite 4	11,353	\$6.00	\$68,118.00	6/1/2016	5/31/2021
C29-428	STX	EJP, LLC	Justice	Plot No. 213 Est. LaReine	14,000	\$21.00	\$294,000.00	8/1/2018	6/31/2028
T24-242	STT	Employees Retirement System of the GVI	Justice	46 Norre Gade	22,634	\$21.19	\$479,833.44	12/1/1989	11/30/1998
T29-322	STT	St. Thomas Properties, LLC	Justice	Suite 500, 2nd Floor, Nisky Center	10,448	\$22.00	\$229,856.00	1/1/2000	9/30/2014
T29-378	STT	Fortress Self Storage, Inc.	Justice	No. 52F-1 Estate Thomas	700	\$1.87	\$1,310.00	10/1/2009	9/30/2022
T29-437	STT	Cleone H. Creque and Tanyacleone Creque Hodge	Justice	No. 10A & 11A Bjerger Gade	3,963		\$81,600.00	1/9/2017	1/8/2027
C81-391	STX	Castle Coakley Leasing, Inc.	Labor	Plot No. 4KA Sion Farm, Two-Story Bldg.	17,936	\$18.00	\$322,853.76	10/1/2010	09/30/2030
T81-173	STT	Conroy H. Watt and Kenneth I. Sweeney	Labor	No. 53A & 53B & 54A & 54B Kronprindsens Gade	17,000	\$14.73	\$250,435.20	8/1/2012	7/31/2015
T81-347	STT	Fortress Self Storage, Inc.	Labor	No. 52F-1 Estate Thomas	Storage Units		\$29,760.00	2/1/2007	1/31/2018
T20-417	STT	St. Thomas Properties, LLC	Law Enforcement Planning Commission	Pcl. No. 45-A and 45-B Estate Nisky, St. Thomas, Virgin Islands	2,189	\$21.50	\$47,063.50	5/15/2014	5/14/2020
					906	\$10.40	\$9,422.40		
C2J-015	STX	P.D.C.M Associates, SE	Licensing and Consumer Affairs	Plot 1 of Parcel 3, Est. Orange Grove, Golden Rock Shopping Center	6,000	\$15.25	\$91,500.00	11/1/1996	03/31/2020

Department of Property and Procurement FY 2021 Budget

FILE NO.	ISL	LANDLORD	AGENCY	ADDRESS	SQ. FT.	RATE PER SQ. FT.	ANNUAL RENT	INITIAL START DATE	END OF TERM
C11-361	STX	Christiansted Port Terminal Corp.	Office of Collective Bargaining	#118 Est. Mount Welcome, Chandler's Wharf, Suite #5	2,500	\$12.00	\$30,000.00	6/10/2007	05/31/2022
T12-125	STT	United States Postal Service	OMB	No. 47 - 48AA Norre Gade	7,014		\$1.00	11/28/1978	9/30/2022
T11-254	STT	Denmark Hill Rem. Est. Catherineberg	Office of the Governor	West Indian Company	271,379.00		\$1.00	12/24/1993	02/14/2018
C35-365	STX	Virgin Islands Housing Finance Authority	Office of the Inspector General	No. 1 Lagoon Street, Frederiksted	1,300	\$14.15	\$18,395.04	8/1/2007	7/31/2019
C2A-161	STX	Virgin Islands Housing Finance Authority	Office of the Lt. Governor	Parcel A Lagoon Street, Commercial Building 1, Frederiksted	1,833	\$4.75	\$8,706.75	10/1/1998	6/30/2015
C2A-198	STX	King Cross Associates	Office of the Lt. Governor	7 King Street, C'sted	17,814	\$13.30	\$263,963.64	10/1/1983	6/30/2018
C21-377	STX	Virgin Islands Housing Finance Authority	Office of the Lt. Governor	Parcel A, Lagoon St., Commercial Building 1, Frederiksted	292	\$11.50	\$3,358.00	9/1/2008	6/30/2018
T21-281	STT	Vanterpool Enterprises	Office of the Lt. Governor	Bay 12 - 18	8,400	\$34.44	\$289,296.00	6/1/1997	05/31/2007
T21-315	STT	St. Thomas Properties, LLC	Office of the Lt. Governor	45-45A Nisky Center, West Wing	8,740	\$25.90	\$226,366.00	12/16/2003	9/30/2023
T21-337	STT	Vanterpool Enterprises	Office of the Lt. Governor	Estate Thomas Nos, 52E-1, 52E-A	6,800	\$34.44	\$234,192.00	6/1/2004	05/31/2009
T21-441	STT	St. Thomas Properties, LLC	Office of the Lt. Governor	45-45A Nisky Center, Suite 2	3,890	\$25.50	\$99,195.00	6/1/2018	5/31/2023

Department of Property and Procurement FY 2021 Budget

FILE NO.	ISL	LANDLORD	AGENCY	ADDRESS	SQ. FT.	RATE PER SQ. FT.	ANNUAL RENT	INITIAL START DATE	END OF TERM
J21-012	STJ	Inga Hiilivirta	Office of the Lt. Governor	18 - 23 Estate Enighed	1,500	\$59.41	\$89,115.00	6/1/2008	05/31/2018
C11-415	STX	Center Island, LLC	Office of Veteran's Affairs	No. 4B Estate Sion Farm	1,500	\$12.00	\$18,000.00	6/1/2015	5/31/2019
C11-309	STX	Golden Orange Center, Inc.	Personnel	Plot No. 2 Est. Orange Grove, Bays 6, 7, & 8, Bldg. 2	4,200	\$11.11	\$46,653.48	10/1/1999	9/30/2020
T29-202	STT	Government Employees Retirement System	Personnel	48B & 50C Kronprindsens Gade	10,870	\$12.85	\$139,680.00	10/1/1987	10/30/1992
C48-230	STX	Fast Foto, Inc.	DPNR	Plot #10, Vitraco Mall, C'sted	3,360	\$10.00	\$33,600.00	4/1/1991	8/31/2015
C49-316	STX	Rainbow Plaza, Inc.	DPNR	Plot Nos. 43A, 43B, 44A and 45 Wheel of Fortune, Mars Hill & Stoney Ground	23,649	\$12.00	\$283,788.00	2/1/2000	7/31/2015
T48-321	STT	Virgin Islands Port Authority	DPNR	2nd Floor Cyril King Airport Terminal	25,600	\$9.85	\$252,200.00	11/15/1999	11/14/2009
T2J-255	STT	LAB Management, LLC	PSC	Parcel 8AC Estate Ross	4,148	\$15.81	\$65,579.88	4/1/1994	7/31/2020
J2J-419	STJ	Legislature	PSC	Pcl No. 1D, Cruz Bay, Office No. 101, Cruz Bay Quarter	324	\$37.03	\$12,000.00	5/1/2013	12/31/2020
C65-416	STX	Economic Development Authority	Sports, Parks & Recreation	William D. Roebuck Industrial Park, Bldg. 2	4,032	\$6.00	\$24,192.00	11/1/2015	10/31/2018
C74-385	STX	V.I. Public Finance Authority	Tourism	#9 Strand St. #63 King St., F'sted	2,250	\$12.00	\$27,000.00	6/1/2009	5/31/2017

Department of Property and Procurement FY 2021 Budget

FILE NO.	ISL	LANDLORD	AGENCY	ADDRESS	SQ. FT.	RATE PER SQ. FT.	ANNUAL RENT	INITIAL START DATE	END OF TERM
C74-423	STX	Virgin Islands Public Finance Authority	Tourism	#57 King Street, Kings Alley	117	\$1.50	\$175.50	10/1/2016	9/30/2018
T74-296	STT	West Indian Company Limited	Tourism	No. 2 of 6F Est. Thomas (Welcome Center)	1,680		\$1.00	10/1/1996	09/30/2002
T74-439	STT	Virgin Islands Port Authority	Tourism	Area, Cyril E. King	272	0	0	4/1/2017	3/31/2021
T48-330	STT	Cyril V. Francois Associates, LLC	VI Council on the Arts	Norre Gade No. 41 & 42 Francois Complex	1,405	\$26.00	\$36,530.00	8/1/2003	01/31/2013
C11-389	STX	Zephyrinus Thomas	Energy Office	No. 41 Est. Wheel of Fortune, Marshall & Stoney Ground, F'sted	4,300	\$16.47	\$70,821.00	11/1/2009	10/31/2020
T11-377	STT	Tutu Park Limited	Energy Office	4605 Tutu Park Mall, Suite 231	2,760	\$18.12	\$50,000.04	10/1/2009	9/30/2015
C14-406	STX	ALM Holding Company, Inc.	Energy Office	3019 Orange Grove	5,500	\$10.00	\$55,000.00	12/1/2013	11/30/2019
T92-404	STT	J. Isidore Greaux, Inc.	VI Lottery	No. 83 Kronprindsens Gade	3,480	\$17.24	\$60,000.00	3/1/2011	02/28/2017
T14-324A	STT	St. Thomas Properties, LLC	National Guard	Nisky Center Suite 31, Ground Floor	700	\$31.50	\$22,050.00	4/1/2006	3/31/2016
C50-317	STX	Rainbow Plaza, Inc.	Police Department	43A, 43B, 44A, 45 Wheel of Fortune	24,808	\$12.00	\$297,696.00	7/27/2000	7/31/2015
C50-315	STX	Michael A. Simmonds Company, Inc.	Police Department	Plot No. 19 & 20 Basin Triangle, C'sted	2,400	\$11.00	\$26,400.00	7/1/2000	6/30/2015
C50-330	STX	Gertrude T. Gumbs	Police Department	Plot No. 100 Estate Castle Coakley	5,100	\$12.94	\$65,994.00	2/1/2003	1/31/2025

Department of Property and Procurement FY 2021 Budget

FILE NO.	ISL	LANDLORD	AGENCY	ADDRESS	SQ. FT.	RATE PER SQ. FT.	ANNUAL RENT	INITIAL START DATE	END OF TERM
C50-349	STX	Strand Square	Police Department	Portion of #70 King Street, F'sted	957.09	\$16.25	\$15,556.35	10/1/2005	4/30/2017
C50-388	STX	Property and Procurement	Police Department	Plot No. 1 Est. Diamond	1,954	\$1.00	\$1,954.00	9/1/2009	8/31/2015
C50-394	STX	Wook & Chung Yul Kwon Suh	Police Department	Parcel 1AA Beeston Hill, C'sted	1,250	\$14.40	\$18,000.00	6/1/2010	5/31/2019
C50-402	STX	Theodore Cohen Trust	Police Department	Remainder of Plot 33-B & 33- A Est., Two Brothers & Smithfield, F'sted	2,760	\$17.00	\$46,920.00	4/1/2012	03/31/2016
C50-400	STX	Rainbow Plaza, Inc.	Police Department	Portion of concrete bldg., Plot Nos. 43A, 43B, 44A & 45 Wheel of Fortune, Mars Hill and Stoney Ground	2,701		\$32,412.00	12/1/2011	7/31/2015
C50-405	STX	Hannah's Rest Properties, Inc.	Police Department	Plot No. 50G Es. Hannah's Rest, F'sted	5,670	\$7.72	\$43,772.40	6/1/2013	5/31/2024
T50-346	STT	Ross Estates Limited Partnership	Police Department	Pcl. No. 8A Ross Estate, New Qtr.	1,600	\$13.51	\$21,616.00	10/1/2013	09/30/2015
T50-350	STT	Virgin Island Housing Authority	Police Department	No. 215 Est. Anna's Retreat	3,848		\$1.00	9/1/2007	8/31/2016
T50-368	STT	Virgin Islands Housing Authority	Police Department	Paul M. Pearson Garden	722		\$1.00	7/1/2014	6/30/2015
T50-369	STT	East End Plaza, LLC	Police Department	Pcl. No. 17B-1, Ste #124, Smith Bay	537.8		\$1.00	8/1/2008	07/31/2013
T50-406	STT	Christopher and Lisa Young	Police Department	No. 24B Norre Gade	800	\$17.25	\$13,800.00	4/1/2011	9/30/2019

Department of Property and Procurement FY 2021 Budget

FILE NO.	ISL	LANDLORD	AGENCY	ADDRESS	SQ. FT.	RATE PER SQ. FT.	ANNUAL RENT	INITIAL START DATE	END OF TERM
T50-399	STT	Humane Society of St. Thomas, Inc. (Raw Land)		Parcel No. 2F Estate Donoe	22,651		\$1.00	1/1/2011	12/31/2061
T50-349	STT	Ross Estates Limited Partnership	Police Department	Parcel No. 8AC Estate Ross	1,898	\$18.00	\$34,164.00	10/1/2010	09/30/2014
C11-364	STX	7 & 9 King Street Corporation	VITEMA	7, 8 & A Portion of 9 King Cross Street	8,996	\$15.00	\$134,940.00	10/1/2012	9/30/2020
C28-376	STX	Office of Territorial Public Defender	VITEMA	1-B Clifton Hill	2,100	\$9.00	\$18,900.00	1/12/2008	11/30/2020
ISLAND	TOTAL NUMBER OF LEASES		TOTAL SQUARE FOOTAGE	TOTAL ANNUAL RENT					
ST. CROIX	45		252,749.09	\$3,870,938.27					
ST. THOMAS	54		535,024.80	\$4,551,668.66					
ST. JOHN	5		3,335	\$166,323.70					
TOTALS	104		768,457.89	\$8,588,929.63					
Combined totals do not include un-executed newly proposed leases									
*Proposed leases for New Leases that have been proposed but not yet fully executed									

Appendix C - Transportation Revenues & Expenditures

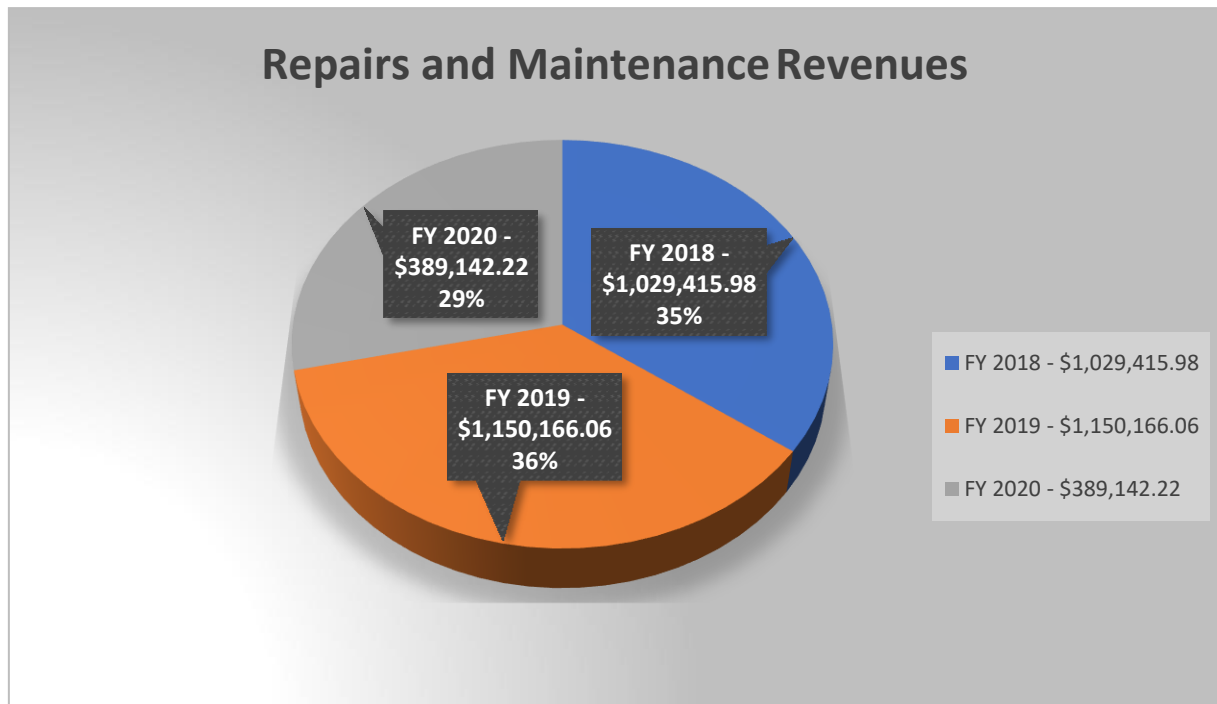


Figure 7. Represents Repairs & Maintenance Revenues FY2018, FY2019, & FY2020

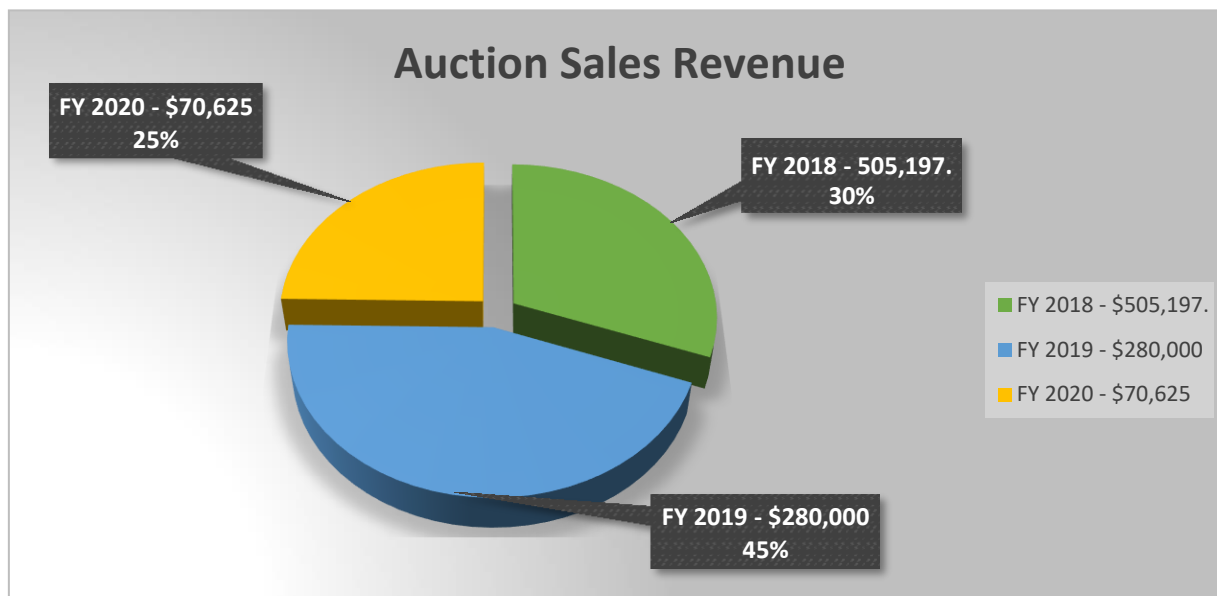


Figure 8. Represents Auction Revenues for FY2018, FY2019, & FY2020

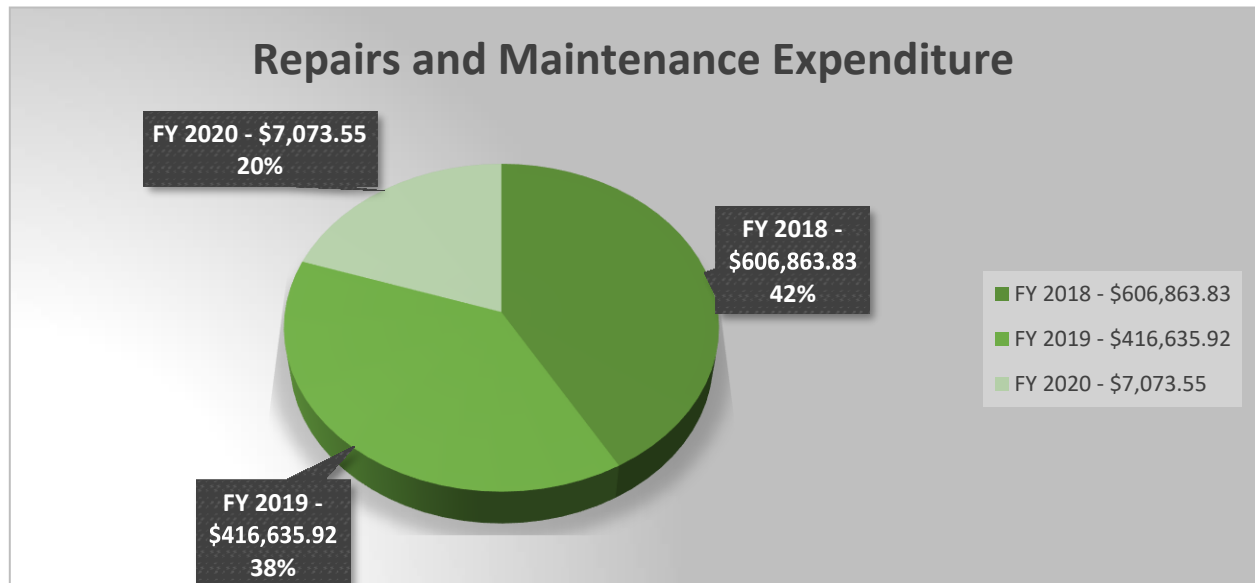


Figure 9. Represents Repairs & Maintenance Expenditures FY2018, FY2019, & FY2020

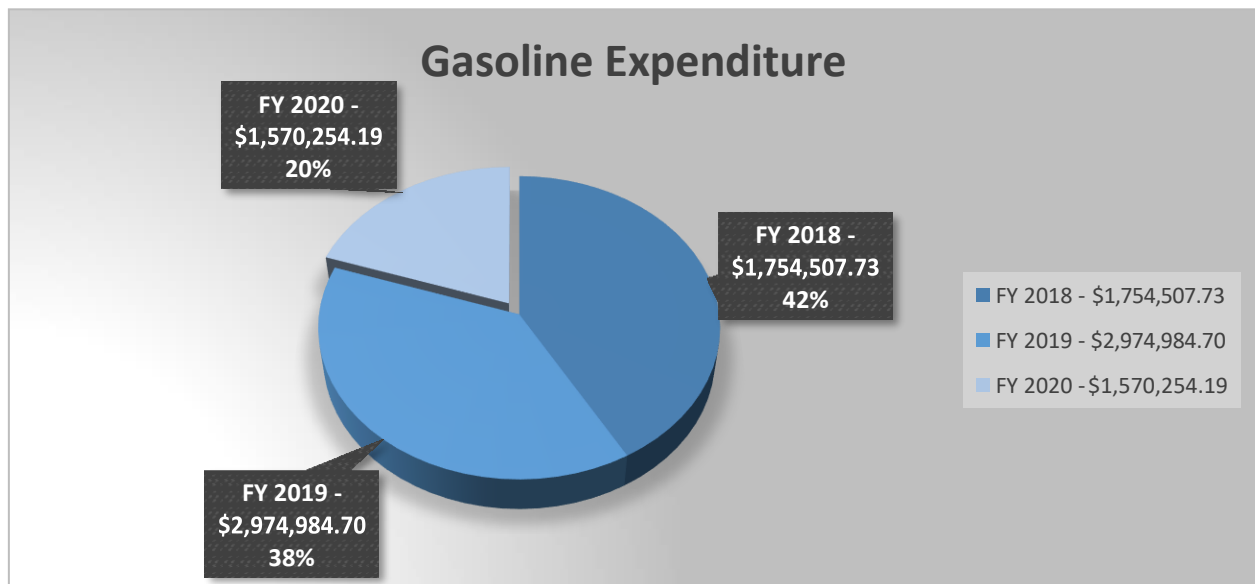


Figure 10. Represents Gasoline Expenditures for FY2018, FY2019 & FY2020



JOB ANNOUNCEMENT

OFFICE OF PROCUREMENT, AND CONTRACT MANAGEMENT AND REPORTING

POSITION TITLE: Chief Procurement Officer

LOCATION: Department of Health, OPCMR STT/STJ District

Deadline for applying: Until Filled

Interested Parties should contact: (Contact Information)

Salary Range: \$65,000 - \$80,000

Union: EXEMPT

DESCRIPTION:

The Chief Procurement Officer (“CPO”) will oversee and ensure compliance with all local and federal procurement laws relative to purchases and funding. The CPO will enforce the procurement laws, policies and procedures of the Government, Department of Property and Procurement and shall carry-out his/her duties and responsibilities under supervision of the Office of Procurement and Contract Management and Reporting (“OPCMR”). Work involves responsibility for supervising and coordinating activities in all areas of Procurement; including but not limited to purchasing, contract administration and management, payment certification and assuming supervisory and managerial responsibility for all procurement effected through the department’s central purchasing system. It also involves assisting in supervising and coordinating activities specific to the procurement of professional, supply, and construction services, solicitations of bids, quotes, and request for proposals. Employee has to have the ability to exercise considerable independent judgment in devising improved procedures, interpreting existing rules and in formulating recommendations to superiors. Supervision is exercised over contract administrator/s contract specialists, subordinate supervisors, clerical personnel and other support personnel.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Reviews requisition and confers with vendors to obtain product or service information, for example price, availability, and delivery schedule;
- Prepare, and provide systematic reports to the OPCMR
- Attend systematic meetings of the OPCMR
- Selects products for purchase by testing, observing, or examining items;
- Plan, organize, direct, and review the delivery for purchasing, central warehousing and mail/courier services to Education departments;
- Develop, implement, and review the goals, objectives, policies, procedures and priorities



OPCMR

DUTIES AND RESPONSIBILITIES cont'd

- Review and approve major purchase requisitions in conformity with established procedures;
- Develop, review and draft scopes of work, request for proposals, contracts, and agreements.
- Develop or review major equipment purchases requiring formal bids;;
- Prepare or review recapitulation of formal bids, direct the coordination of major deliveries;
- Supervise and participate in the development of bid specifications; review open, and publicly read bids;
- Analyze bids and make recommendation on major purchases;
- Coordinate with other public agencies on cooperative purchasing programs; prepare periodic reports;
- Establish and interpret policies and procedures related to purchasing, central stores services and mail/courier services; cooperate with other department officials to facilitate department policy, procedural, and priority-related issues as they arise;
- Meet with other department officials to develop specifications and provide assistance in the resolution of business problems;
- Direct the coordination of purchasing activities with departments, divisions and administrative sections, and with outside agencies; oversee the sale, auction, or disposition of surplus or obsolete items;
- Maintain a procurement card program with appropriate controls, accounting and auditing procedures; supervise, train, and evaluate subordinate staff;
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the principles and practices of purchasing and procurement;
- Knowledge of fundamental product information relating to materials, supplies, and equipment used in Virgin Islands local government;
- Knowledge of US Post Office mail design and handling practices;
- Knowledge of federal and local purchasing laws and procedures;
- Knowledge of principles and practices of organization, administration, budget, and personnel management;
- Knowledge of automated purchasing;
- Proven multitasking and time management capabilities;
- Ability to assign, direct, review, and evaluate the work of subordinate staff;
- Ability to communicate effectively, both orally and in writing;
- Ability to analyze, evaluate, and modify purchasing methods and procedures;



OPCMR

KNOWLEDGE, SKILLS AND ABILITIES cont'd

- Ability to interpret and explain policies and procedures relating to purchasing from the Government central stores and mail/ courier services;
- Ability to make independent decisions based on knowledge of policy and facts;
- Ability to analyze financial, statistical and market data;
- Ability to make oral public presentations;
- Ability to facilitate employee and public meetings;
- Proficient in Microsoft Office, particularly Excel;
- Ability to comprehend, analyze, and research problems of a complex nature and make recommendations;
- Ability to work in a fast- paced environment and multi task while meeting specific deadlines;
- Ability to exercise sound, independent judgment in carrying out functions of the position;
- Ability to establish and maintain effective and professional working relationships, with supervisor, colleagues and vendors;
- Ability to consistently complete assigned tasks in a timely manner;
- Ability to write reports detailing daily, weekly and monthly activities;
- Ability to write, update and/or edit policy and procedures.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Business, Public Administration, Finance, or a related field with major coursework in Purchasing and/or seven (7) years of progressively strong managerial experience working in procurement, contracts management, purchasing ;or
- Master's degree in Business, Public Administration, Finance, or a related field with major coursework in Purchasing and three (3) years of progressively strong managerial experience working in procurement/ purchasing.

“No person shall be discriminated against in employment on account of race, color, creed, national origin, sex, handicap, or age.”



OPCMR

JOB ANNOUNCEMENT

OFFICE OF PROCUREMENT, AND CONTRACT MANAGEMENT AND REPORTING

POSITION TITLE: Contract Administrator

LOCATION: Department of _____

Deadline for applying: Until Filled

Salary Range: \$60,000 to \$70,000

Union: EXEMPT

DESCRIPTION:

The Contract Administrator performs highly responsible and specialized duties related to the Virgin Islands Department of () . contractual needs and directs all activities concerned with contractual agreements. The Contract Administrator is primarily responsible for drafting, developing, administering, and managing all contractual agreements and amendments for the Department including but not limited to contracts for purchases, materials or services, memorandums of agreement and understanding, and all contract supplementals and amendments between agencies of the Government; interagency agreements and sub-grantee agreements.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Plans, organizes and directs the administration of contracts in order to ensure efficient and effective functioning with the framework of Departmental needs in accordance with laws, rules, regulations and policies;
- Monitors performance throughout the life of the contractual agreements and manages a database used to track and monitors all contractual agreements;
- Initiates and continues correspondence with the contractors and vendors throughout the contractual process and examines supporting contractual documents to ensure requirements are met;
- Drafts and develops contractual agreements including developing scopes of work and compensation plans;
- Prepares change orders, renewal options, amendments, and supplemental agreements as necessary during the life of contracts;
- Maintains security precautions that relate to the preclusion of dissemination or disclosure prior to negotiations of confidential or official information contained in applicable contract files;



OPCMR

- Supervises, and provide oversight to contract specialist on all contract administration functions and duties;
- Provide guidance to divisions/programs on procurement planning and preparation
- Propose and assist with the planning and developing of operating procedures and policies which support the goals and objectives of the division;
- Compiles statistical data to support all activities and to calculate program effectiveness for reporting;
- Monitors all phases of activities to ensure compliance with federal and local laws;
- Conducts research and prepares reports;
- Communicates on behalf of divisions/programs with relevant stakeholders;
- Provides informal and formal training related to procurement processes and procedures;
- Examines and verifies correctness of or establishes authenticity of records;
- Develop and maintain a system for contract filing, distribution and retention;
- Update and notify divisions/programs about newly implemented policies, federal and local mandates, regulations, guidelines, contract provisions/clauses, compliances etc.
- Review and manage payment certification process for compliance with all federal and local procurement policies;
- Perform all other related duties and required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of federal and local laws and regulations and procedures governing contract administration;
- Knowledge of procurement rules and regulations and rules of Government contracting;
- Excellent skills in communicating clearly and effectively in English, including writing clear and concise documents.
- Excellent organizational and analytical skills;
- Conversant with regulatory, legislative and procedural changes;
- Proficient in Microsoft suit, access and excel programs;
- Must be flexible, proactive, highly motivated, resourceful, professional and efficient;
- Strong written, oral and interpersonal skills;
- High level of critical and reasoning skills;
- Ability to work independently with little or no supervision;
- Ability to draft contractual language outside of the standard required language to support Government's needs;
- Ability to develop, update and/or edit policy and procedures;
- Ability to develop and maintain effective working relationships with members of the Department's staff and other external entities and bodies.



OPCMR

EDUCATION AND EXPERIENCE

- Juris Doctor from an Accredited Law School and two (2) years of experience in Administrative and Contractual Law or;
- Master's degree in Business or Public Administration with a minimum of three (3) years progressive relevant experience in the field of contractual and administrative law; or
- Bachelor's degree in Business, Public Administration, and five (5) years of progressively strong managerial experience working in procurement, contracts management, or purchasing.
- Possession of a valid Virgin Islands driver's license and if necessary be able to provide own transportation in conduct of work assignments and willingness to travel between St. Thomas, St. John and St. Croix as required.



OPCMR

JOB ANNOUNCEMENT

OFFICE OF PROCUREMENT, AND CONTRACT MANAGEMENT AND REPORTING

POSITION TITLE: Contract Specialist

LOCATION: Department of _____

Deadline for applying: Until Filled

Salary Range: \$45,000 - \$55,000

Union: EXEMPT

DESCRIPTION:

This is professional work that involves the monitoring and/ or managing of the policies and procedures as it pertains to the procurement of supplies, equipment and services. Under the direction of the Director of Property and Procurement, the Contract Specialist would assist in the development and management of contract files, development of request for proposals, monitoring vendor performance, terminations and close outs and other duties as it relates to the Virgin Islands Department of Education's procurement contractual needs.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE)

- Monitors and evaluates for Department's compliance with the local and federal procurement division/program activities;
- Assists with planning and developing operating procedures and policies which support the goals and objectives of the division;
- Disseminates information on local and federal mandates, regulations and guidelines;
- Compiles statistical data to support all activities and to calculate program effectiveness;
- Monitors all phases of activities to ensure compliance with federal and local laws;
- Conducts research and prepares reports;
- Communicates on behalf of divisions/programs with relevant stakeholders;
- Provides informal and formal training related to procurement processes and procedures;
- Examines and verifies correctness of or establishes authenticity of records;



OPCMR

- Certify payments for compliance with all federal and local procurement policies
- Reviews justification letters, vendor supporting documents, vendor quotes, and justification for payment to vendors;
- Collect vendor documents, and all other pertinent documents to support contract awards.
- Assist and provide guidance to all divisions/programs with processing Procurement requests.
- Keeps immediate supervisor informed; and
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent skills in communicating clearly and effectively in English, including writing clear and concise documents.
- Excellent organizational and analytical skills;
- Proficient in Microsoft suit, access and excel programs;
- Must be flexible, proactive, highly motivated, resourceful, professional and efficient;
- Ability to establish and maintain effective working relationships and facilitate meetings;
- Strong written, oral and interpersonal skills;
- High level of critical and reasoning skills;
- Ability to work independently with little or no supervision;
- Ability to exercise sound judgment in carrying out functions of the position;
- Ability to develop, update and/or edit policy and procedures;
- Ability to consistently complete assigned task in a timely manner;
- Ability to write reports detailing daily, weekly and monthly activities;
- Ability to document meeting minutes.



OPCMR

KNOWLEDGE, SKILLS AND ABILITIES cont'd

- Ability to interpret and explain policies and procedures relating to purchasing from the Government central stores and mail/ courier services;
- Ability to make independent decisions based on knowledge of policy and facts;
- Ability to analyze financial, statistical and market data;
- Ability to make oral public presentations;
- Ability to facilitate employee and public meetings;
- Proficient in Microsoft Office, particularly Excel;
- Ability to comprehend, analyze, and research problems of a complex nature and make recommendations;
- Ability to work in a fast- paced environment and multi task while meeting specific deadlines;
- Ability to exercise sound, independent judgment in carrying out functions of the position;
- Ability to establish and maintain effective and professional working relationships, with supervisor, colleagues and vendors;
- Ability to consistently complete assigned tasks in a timely manner;
- Ability to write reports detailing daily, weekly and monthly activities;
- Ability to write, update and/or edit policy and procedures.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Business, Public Administration, Finance, or a related field with major coursework in Purchasing and/or three (3) years of progressively strong managerial experience working in procurement, contracts management, purchasing;
or
- Master's degree in Business, Public Administration, Finance, or a related field with major coursework in Purchasing and two (2) years of progressively strong managerial experience working in procurement/ purchasing.

“No person shall be discriminated against in employment on account of race, color, creed, national origin, sex, handicap, or age.”

Appendix D1 - Procurement Division Performance Objectives and Accomplishments

Table 6: Procurement Division FY2020 Performance Processed as of June 25, 2020

Document Type	Number Processed (Territory-Wide)
Professional Services Contracts	68
General Contracts	19
Construction Contracts	23
Supply Contracts	189
Requisitions Processed	13,966
Purchase Orders Converted	11,997 (totaling \$148, 115,803.87)
Contract Payments	112 (totaling \$24,369,326.06)

Table 7: Comparison of Contracts and Payments Processed as of June 25, 2020 versus Previous Fiscal Years

Document Type	Processed Territory-Wide for FY2018	Processed Territory-Wide for FY2019	Processed Territory-Wide for FY2020
Professional Services Contract	57	87	68
Construction Contracts	25	55	23
General Contracts	16	10	19
Supply Contracts	196	149	189
Contract Payments	118	183	112

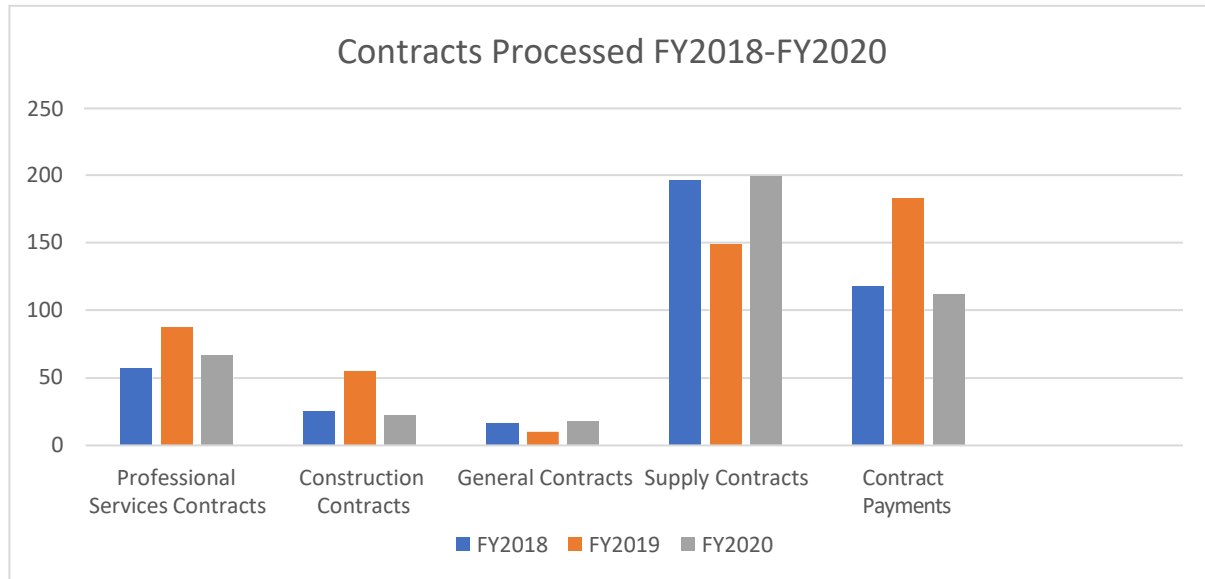


Figure 14. Contracts Processed

Appendix D2 - Central Stores Performance Accomplishments, Sales and Collections

Table 8: Central Stores Performance Accomplishments FY2018 – FY2020

	FY 2018	FY 2019	FY 2020
Orders Filled	595	1188	709
Requisitions Prepared	35	93	79
Invoices processed from Vendors	74	74	231
Invoices processed for Depts./ Agencies	506	427	205
Price quotes prepared	633	472	350
Driving assignments	6	9	93

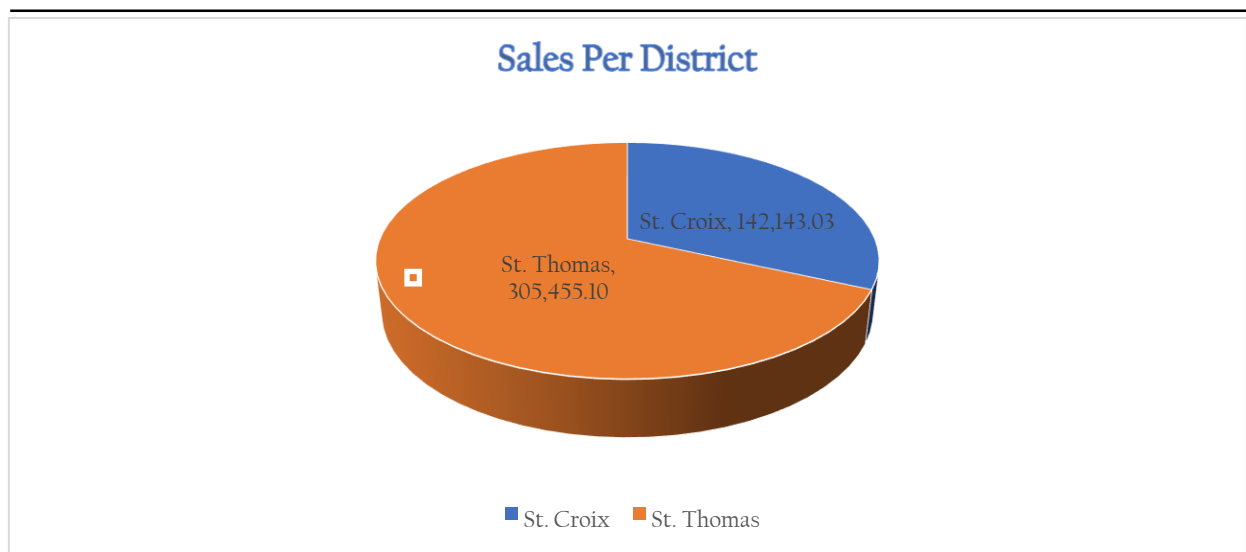


Figure 16. Central Stores Sales per District

Appendix E – DPP Accomplishments and Challenges FY2020

Accomplishments:

Division of Fiscal and Personnel Services

1. Paid all required employee increases of 3% wage adjustment

Division of Property & Printing

1. Developed USVILeasing.Com – a one stop shop platform to view Government Properties and apply for leasing opportunities
2. Assigned portable tablets to Property Inspectors for more efficient property inspections – Inspectors can track compliance with lease terms and upload pictures of business documents in real time
3. Purchased drones to assist in inspections
4. Issued a Request for Proposals for a Risk Management Assessment to be completed to assess the Government's property insurance needs
5. Issued a Request for Proposals for Property Assessment Valuation
6. Developed a plan to transition 50% of Government agencies in privately held leases to Government owned property.
7. Upgraded entire fleet of digital printers
8. Released the Property Manual
9. Commenced the Biennial Inventory

Division of Transportation

1. Invested in the acquisition of a Vehicle Monitoring System with GPS capabilities – Installation of Devices are currently ongoing.
2. GVI Fleet Catalog

Division of Procurement, Central Stores and Warehousing

1. Implemented the Office of Contract Management and Reporting (“OPCMR”)
 - a. Delivered training to 115 employees in the Central Government and Semi-Autonomous Agencies
 - b. Developed templates and forms for standard contracts, justification letters, email communications, listing of required documents, etc.
2. Proposed Changes to the Procurement Statute seeking to modernize the statute and bring ease of operation to all central Government agencies by delegating procurement authority to agencies.
3. Launched Vendor Maintenance Team
4. Created Online catalogue for Central Stores
5. Electronic Bidding and Evaluation

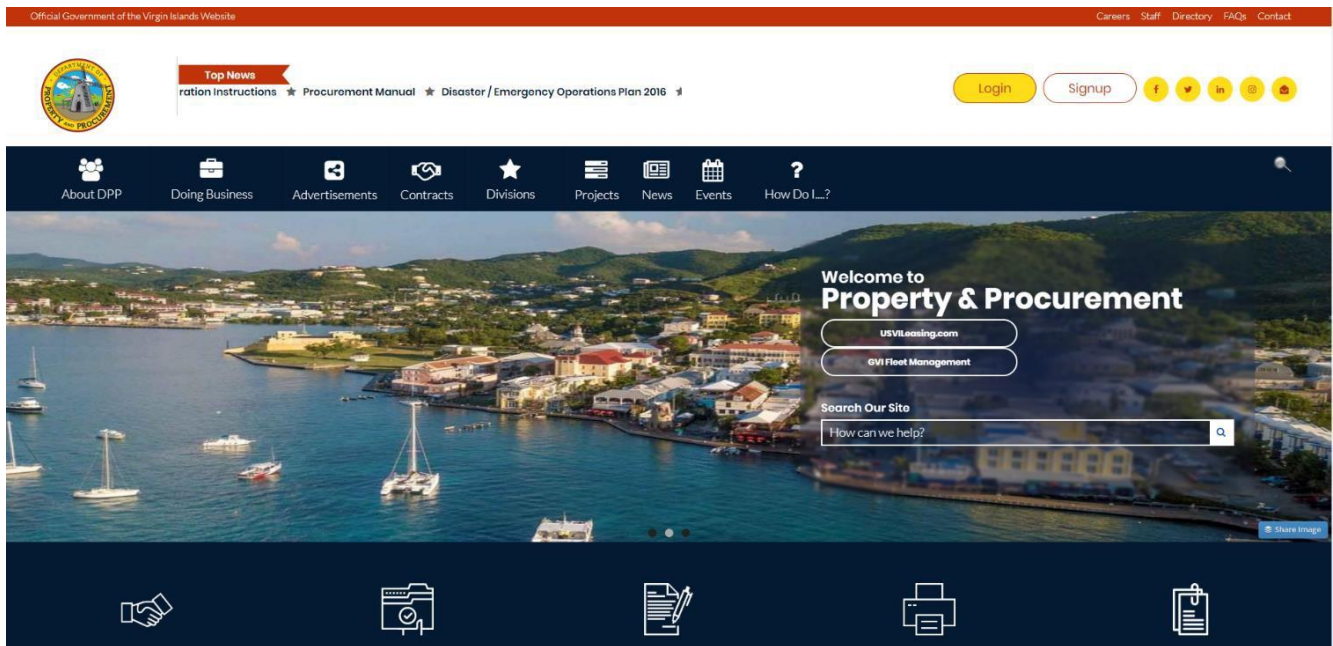
Challenges:

1. Dedicated funding to Outfit OPCMR staffing within each Government Agency
2. Dedicated funding for maintenance and repairs of Government own properties
3. Recruiting qualified applicant to outfit Asset Management Division
4. Dedicated funding for professional development training of Procurement and Property Asset Management personnel.

Department of Property and Procurement FY 2021 Budget

Appendix F – DPP Website and Online Presence

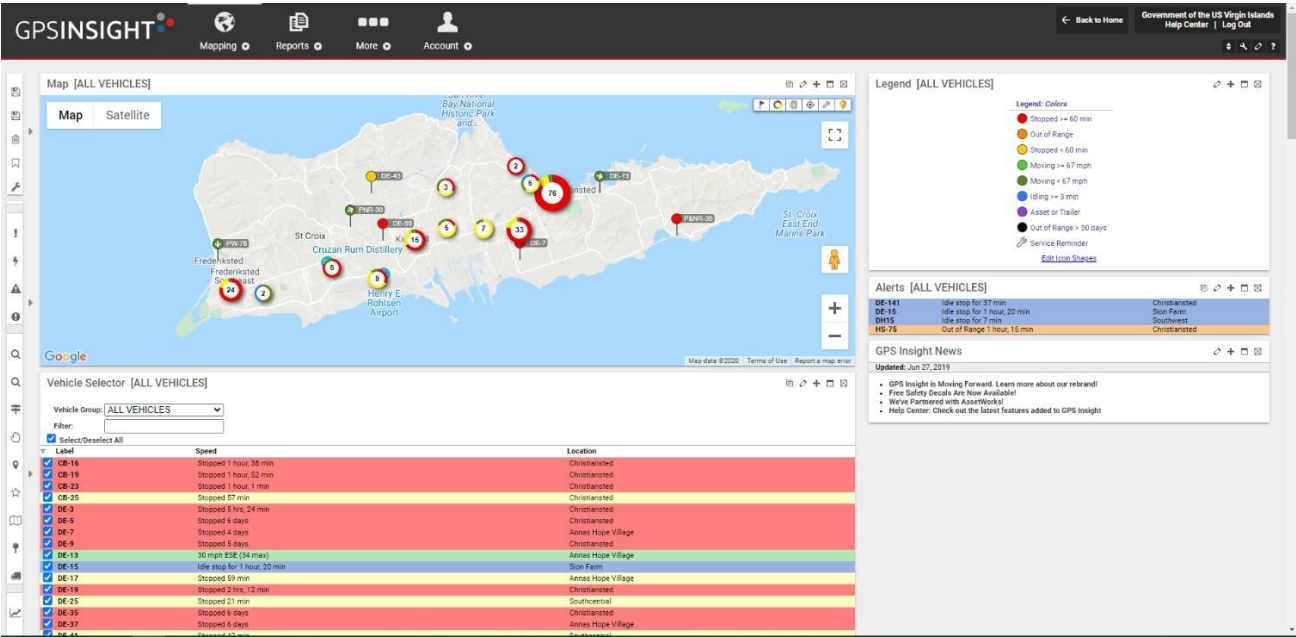
New DPP Website



New Leasing Website



New Vehicle Maintenance & Tracking System





Designed and
Printed by
Department of
**PROPERTY AND
PROCUREMENT**
Division of Printing